

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

INTERMITTENT OPERATIONS ASSISTANT

Position Code: K4125

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, on an intermittent basis for a period not to exceed 1500 hours or less than 800 hours per twelve month period, performs work requiring a familiarity with the terminology of the office unit (division/section). Selects appropriate methods from a wide variety of prescribed procedures or makes simple adaptation and interpretation from a wide variety of substantive guides and manuals. The clerical steps often vary in type and sequence, depending on the task. Recognized problems are referred to others.

ILLUSTRATIVE EXAMPLES OF WORK:

Typical duties include, but are not limited to, a combination of functions defined in the lower level of this series AND such functions as:

1. Maintains time, document and material records or logs; takes inventory of equipment and supplies for office unit; establishes or revises filing system to ensure ready access of records;
2. Receives, prepares or verifies documents; reviews, processes or edits documents and forms; performs computations to ascertain the correctness of reported information;
3. Serves as receptionist; responds to routine requests with standard answers (by phone, in person or by correspondence);
4. Operates and performs routine maintenance of a variety of office machines (CRT, telephone, fax, microfiche reader/printer, etc.);
5. Provides some guidance and direction to lower level clerical staff in fulfilling support functions;
6. May perform other routine work such as typing or operating a keyboard controlled data entry device for a limited percentage of time;
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

