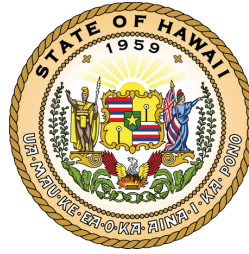




# Office Assistant III

## Salary: \$2500/month



### Minimum Qualification Requirements

**Basic Experience:** Six (6) months of work experience which demonstrated knowledge of English grammar, spelling, and arithmetic; the ability to read and understand oral and written instructions; write simply and directly; and compare words and numbers quickly and accurately.

**Clerical Experience:** One (1) year of work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

**Keyboarding/Computer Skill Requirement:** Some positions require keyboarding proficiency and/or the ability to use computers and word processing and/or other software applications. Positions that require keyboarding/typing skill (40 net words per minute) are typically at the Office Assistant II and higher levels.

#### Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

*The information provided above represents a summary of the complete Minimum Qualification Requirements. To view the Requirements in their entirety, please visit [http://files.hawaii.gov/dhrd/main/eccd/Class%20Specifications%20and%20Minimum%20Qualification%20Requirements/Group\\_I/1015.pdf](http://files.hawaii.gov/dhrd/main/eccd/Class%20Specifications%20and%20Minimum%20Qualification%20Requirements/Group_I/1015.pdf)*



## Office Assistant III



### Duties Summary

- Performs journey level clerical work involving a variety of complex clerical assignments

### Examples of Duties:

1. Creates, edits, prints, stores, retrieves and deletes documents using a computer and word processing and other software
2. Prepares, reviews and processes forms, records, reports, applications and other documents for accuracy and completion
3. Checks records and forms such as applications, permits, requisitions, vouchers and other materials for completeness and accuracy; evaluates the information contained therein for conformance with established requirements; and processes documents in accordance with established policies and procedures.
4. Searches through a variety of paper and electronic files and records, extracts, compiles and summarizes information and prepares periodic and special reports.
5. Composes routine correspondence and letters of acknowledgement.
6. Sets up and maintains paper and electronic files and revises filing systems as necessary.
7. Provides general information and resolves complaints in person or over the telephone involving explanation of rules, regulations, policies and procedures and knowledge of the organization's purpose and functions.
8. Determines the need for and/or makes routine orders for necessary supplies, materials or other items.
9. Makes arrangements for travel, equipment maintenance, telephone service, and other similar
10. Provides training and guidance to, and assigns, reviews and evaluates the work of clerical subordinates

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