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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Job Description - Office Assistant  
**POLICY NUMBER:** 6120

### 6120.1 Nature of Work

**6120.1.1** Under the direction of the District Manager and direct supervision of the Office Manager, the Office Assistant is regarded as administrative and relates to varied clerical, data entry, typing duties, and to act as the District receptionist handling incoming telephone calls and to do other work and tasks as required.

**6120.1.2** Assists with the maintenance of all District records.

**6120.1.3** Complies and reconciles data including, but not limited to, field data worksheets, inventory, gas, and service requests.

**6120.1.4** The position of Office Assistant is considered a "confidential employee." A confidential employee is defined as any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions 9Government Code § 3540.1(c)).

**6120.1.5** The Office Assistant assumes the responsibilities and duties of the Office Manager when the Office Manager is away.

**6120.1.6** In the case where a Records Clerk / Receptionist is not employed with the District, the Office Assistant must cover the illustrative tasks of the Records Clerk / Receptionist.

### 6120.2 Illustrative Tasks

**6120.2.1** Answers the telephone, interviews and screens callers, answers varied questions and explains policies and procedures, records service requests and assigns to appropriate Mosquito and Vector Control Specialists, receives complaints and directs them to the appropriate staff member.

**6120.2.2** Accumulates statistics and reviews for accuracy from daily records on insecticides, gasoline, and oil withdrawn and consumed, prepares monthly and annual reports as required by the Office Manager, district management, and other agencies.

**6120.2.3** Prepares new forms and revises existing forms, maintains a supply of forms required for use in operational reporting.

**6120.2.4** Files invoices, statements, packing slips, and correspondence as required in the absence of the Office Manager or as requested.

**6120.2.5** Keeps informed of current developments in vector control, accounting standards, reads professional literature, and participates in professional associations if needed and/or requested.

**6120.2.6** Assists with the creation and distribution of annual reports, quarterly newsletters, news releases, and other materials.

**6120.2.7** Assists with the inventory of office supplies/materials.

**6120.2.8** Must maintain a safe and clean work environment.

**6120.2.9** Performs related work and other assigned tasks/assignments as directed by District management and/or Office Manager in a timely and efficient manner.

### **6120.3 Secondary Illustrative Tasks**

**6120.3.1** Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

### **6120.4 Knowledge, Abilities, and Skills**

**6120.4.1** Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

**6120.4.2** Knowledge of mosquitoes, ticks, and other vectors and vector-borne disease related to the District and/or District's service area.

**6120.4.3** Knowledge of general office practices and procedures.

**6120.4.4** Knowledge of modern office and accounting methods and procedures.

**6120.4.5** Knowledge of business English, spelling, and arithmetic.

**6120.4.6** Ability to speak, write, and understand English, including grammar, punctuation, and spelling.

**6120.4.7** Ability to adapt work procedures and record-keeping requirements to meet changing organizational or special clerical needs.

**6120.4.8** Ability to use computers and computer applications; knowledge of Microsoft Office.

**6120.4.9** Ability to type 40 words per minutes; knowledge of office equipment (e.g. type writer, copy machines, etc.)

**6120.4.10** Ability to accurately type from rough draft or clear copy.

**6120.4.11** Ability to make accurate arithmetic computations.

**6120.4.12** Ability to establish and maintain effective working relationships with other employees and the public.

**6120.4.13** Ability to provide professional, courteous, and friendly customer service in person interactions, over the phone, and through email; maintain tact and poise.

**6120.4.14** Ability to proactively interact with District management, public officials, community leaders, the press, and the general public.

**6120.4.15** Ability to perform general ledger, accounts payable and payroll computations in the absence of the Office Manager.

**6120.4.16** Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.

## **6120.5 Working Conditions**

**6120.5.1** The Office Assistant may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Office Assistant must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

## **6120.6 General Requirements**

**6120.6.1** The Office Assistant must possess a high school diploma or a GED. A 2-year college degree is preferred, or equivalent combination of experience and training.

**6120.6.2** Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

**6120.6.3** Have the ability to meet any requested experience and or education necessary to obtain any required licenses or certifications and retain such licenses or certification during the course of employment.

**6120.6.4** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

**6120.6.5** Be able to read and comprehend written instructions, including detailed technical instructions for accounting/book keeping.

**6120.6.6** Be able to work safely with office equipment and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools and equipment.

**6120.6.7** Be willing to learn new and different skills and abilities as required by the District. An Office Assistant may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

**6120.6.8** Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Office Assistant's ability to satisfactorily perform required duties.

## **6120.7 Physical Requirements**

**6120.7.1** Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

**6120.7.2 Body Movements:** Must have the ability to sit, type, use a phone, use a computer, and computer keyboard for extended periods of time.

**6120.7.3 Constant:** Activity or condition existing 2/3 or more of the time. Must be able to conduct office operations. Be able to provide clear verbal communications and be able to hear, read and speak English. The position requires the constant operation of a computer keyboard and using a computer ranging in length from short to extended periods of time.

**6120.7.4 Frequently:** Activity or condition existing from 1/3 to 2/3 of the time. Lifts, carries and uses equipment and supplies weighing up to 40 pounds. Standing and sitting for extended periods while performing office duties. The position requires the frequent operation of a computer keyboard ranging in length from short to extended periods of time. Be able to operate a motor vehicle with a standard and automatic transmission.

**6120.7.5 Occasionally:** Activity or condition existing up to 1/3 of the time. Lift equipment/supplies up to 25 pounds above the head.

**6120.7.6 Vision:** The position requires adequate vision (which may be corrected) to read, write, drive during the day and at night and safely perform the essential functions of the job under the conditions listed above.

### **6120.8 Post Offer Requirements**

**6120.8.1** Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

### **6120.9 Other Information**

**6120.9.1** Anyone employed as Office Assistant at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

**6120.9.2** The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012