



## Office Assistant Job Description

This is a general job description for Rural Water District No. 3, Miami County Office Assistant. Other task may be required.

### Office Assistant duties and responsibilities

An Office Assistant is responsible for keeping the office running smoothly. This involves lots of duties, answering phones, greeting patrons keeping accounts and handling monies.

- Handling incoming calls and other communications
- Managing filing system
- Recording information as needed
- Greeting patrons and visitors.
- Updating accounts, maintaining and transferring of land owners
- Helping organize and maintain office common areas
- Performing general office duties and errands
- Creating, maintaining and entering information into databases
- Learning District Boundaries
- Answering general questions regarding lines and meters
- Handling payments, this includes cash, checks and credit cards

### Office Assistant skills and qualifications

Office Assistants are exceptional at multi-tasking, as they are required to direct and organize many tasks throughout the office. Office Assistants will also need basic skill with commonly used computer software. Other important skills and qualifications for the job include:

- Flexibility and the ability to prioritize tasks as they come in
- Communication skills
- Time management
- Customer service