

NOARTEC JOB SPECIFIC SKILLS COMPETENCY

OFFICE HELPER

DOT: 239.567-010 SVP 2

Job Description: Performs tasks to assist secretaries, file clerks, typists, and other clerical workers in business office. ***Physical Demands-*** Mildly active w/light lifting, carrying, or moving (up to 20 lbs); ***General Educational Development*** - R2 M2 L2; ***Aptitudes*** - Average General Learning Ability, Clerical Perception, Finger Dexterity, and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can open, sort and route incoming mail and prepare outgoing mail. (S, IN)
2. Can collect and distribute documents, reports, letters, etc. (S, IN)
3. Can retrieve, mark and/or tabulate articles, documents, records, files, etc. (R, S, IN)
4. Can address envelopes and/or packages by hand, computer and/or typewriter. (T, S, IN)
5. Can appropriately utilize a single and/or multi-line telephone system. (T, I)
6. Can accurately record and route messages. (R, S, IN)
7. Can deliver mail, documents, packages, etc. to appropriate departments and/or agencies. (S, IN)
8. Can work independently to complete assignments/responsibilities. (R)
9. Can operate standard office equipment (fax, shredder, postage meter, adding machine, collator, folder, letter opener, transcriber, etc.). (T, S)
10. Can appropriately sort material, documents, letters, reports, etc. for filing. (S, IN)
11. Can accurately file material, documents, letters, reports, etc. according to the agency's filing system. (S, IN)
12. Can operate a personal computer and standard software package (identify software package). (T)