

ORANGE COUNTY CLASS SPECIFICATION

TITLE: GARAGE OFFICE ASSISTANT **GRADE:** 8

TITLE ABBREVIATION: GARAGE OFF ASST **TITLE NO.:** 6395

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE(2)

DEPARTMENT: PUBLIC WORKS **DIVISION:** ROADS

SUPERVISOR'S TITLE: GARAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Garage Manager in the coordination and performance of administrative clerical tasks. An important part of this work is to schedule preventive maintenance for all assigned vehicles and heavy construction equipment by generating and following through work orders. Work is performed according to established policies and procedures under the general supervision of the Garage Manager. The incumbent of this position is required to be on 24 hour call during snow removal season. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates and updates the equipment, parts, and/or fuel software for assigned vehicles and heavy construction equipment, including but not limited to managing key tags, service schedule, warranty and inventory updates;;
2. Maintains inventory records and data about warranties for assigned vehicles and heavy construction equipment;
3. Processes stock orders, billing reports, work orders and related documents, within acceptable time frames; verifies work orders as to accuracy of parts, labor and outside repairs;
4. May use two-way radio to dispatch assistance to assigned disabled vehicles/equipment;
5. Operates keyboard to input/update/retrieve data from the Department of Motor Vehicle records, and permits;

6. Compiles, prepares and analyzes a variety of reports, logs and statistics including other County department information as directed;
7. May offer technical support to users of computerized systems assist mechanics in diagrams and service bulletins, input part orders, schedule outside service repairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of record keeping techniques; good knowledge of office terminology, procedures and computerized office systems; good knowledge of English and business math; working knowledge of automotive and/or heavy construction equipment repair and/or parts terminology; ability to express ideas orally and in writing; clerical aptitude; accuracy; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a Vocational Technical or Trade School with concentration in automotive or heavy construction equipment repair and one (1) year of office clerical experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience or one (1) of in an automotive or heavy construction repair or parts environment experience.