**Signed form must be returned with completed City of West Linn application**

### ADMINISTRATIVE STAFF ASSISTANT

ESSENTIAL FUNCTIONS

Ability to type 60 wpm on computer.

Must have ability to work a regular schedule established for the position.

Ability to communicate clearly and concisely both orally and in writing.

Must have ability to sustain a work pattern for a minimum of two (2) hour increments.

Requires the ability to hear normal audio sound for the purpose of answering the telephone.

Ability to remain stationary for an extended period of time.

Requires the ability to answer/dial the telephone.

Ability to position self as needed for the purpose of filing.

Ability to operate and maintain office equipment such as personal computer, copier, calculator, telephone, etc.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I have read and understand the essential functions of this position and I am able to perform the essential functions of the Administrative Staff Assistant position as outlined above.**

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Signature Date

Revised 12/12