

Blue Ridge Community College - Employee Job Description

Position Title: Public Safety Training Work Study Office Assistant	Position No.: N/A
Division: Continuing Education	Position Category:
Department: Public Safety Training	Classification: Work Study
Supervisor: Philip Hosmer	

Statement of Primary Purpose:

Act as the Office Assistant for the Law Enforcement Training area.

Essential Functions and Responsibilities:

Will conduct a variety of clerical functions for the EWD/CE office including working in Microsoft Word and Excel to create documents, filing, assisting with compiling of records and reports, scanning and copying documents for Law Enforcement Training programs.

Additional Duties and Responsibilities:

Perform other duties as assigned.

Minimum Qualifications

Education: Prefer a student from Office Systems or Business Administration who is seeking an Associate's Degree.

Knowledge and Skills: Ability to scan and digitally file documents. Microsoft Office skills including Excel and Word, attention to detail, organizational skills, phone and in person customer service skills.

Physical Demands: The ability to perform all duties associated with the position including, but not limited to lifting, prolonged standing, sitting, bending, stooping, and operating or performing work with associated tools and machines.

If you are interested in applying for this position, please complete the [BLET Office Assistant Position here.](#)

Date Last Revised: April 30, 2020