

## **SENIOR STAFF ASSISTANT**

### CODES/PAY GRADE

Class Code: 1008

EEO Code: F

Pay Grade: 116

### MAJOR FUNCTION

Executive secretarial work providing staff support to a large, complex, multi-functional division.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Serves as an executive secretary and/or aide to a director of a large, complex division performing duties which include typing documents (memos, reports, statistical tables, etc;) maintaining files; researching files and assembling documents; compiling data; answering phones and maintaining calendars; scheduling and organizing meetings; completing follow-up as needed for projects, assignments, tasks; sorting and distributing mail; editing and reviewing documents for sufficiency; monitoring and assisting with division budgets; completing standard County forms; and processing time reports and payroll.

Prepares forms independently and composes letters for supervisor's signature. Assembles information for supervisor's use.

Advises supervisor of important meetings and gathers background information and pertinent files for use at meeting. Receives and screens callers to other employees, officials or divisions as needed. Takes minutes of conferences, meetings and official functions as required. Coordinates division activities with other government offices and entities.

May serve as an office manager which entails reviewing subordinate's work; scheduling; evaluations; hiring; etc. Updates procedural manuals.

Performs work found in the Staff Assistant I and II classifications.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the operations, functions, and scope of authority of subordinate units or the

**(Senior Staff Assistant continued)**

organization. Knowledge of modern office practices and procedures, business English, spelling and commercial arithmetic. Knowledge of the principles and practices of business and public administration. Knowledge of basic principles of accounting.

Ability to prepare effective correspondence on moderately sensitive matters. Ability to perform office management functions with a minimum of supervision. Ability to supervise the work of other employees. Ability to maintain effective working relationships with other employees.

May require skills in taking and transcribing minute.

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED and one (1) year as a Staff Assistant II;

OR Graduation from high school or possession of a GED and five (5) years of progressively responsible secretarial/staff assistance experience.

Two (2) years of post high school education can be substituted for two (2) years of required experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA QUALIFICATIONS**

Physical Demands: Sedentary work. Finger dexterity. Speaking.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend instructions. Ability to communicate effectively. Ability to construct compound, complex sentences and paragraphs. Ability to perform basic mathematical computations (addition, subtraction, multiplication, division.) Ability to analyze data and develop a conclusion.

Revised 10/94