

STAFF ASSISTANT I

CODES/PAY GRADE

Class Code: 1010

EEO Code: F

Pay Grade: 113

MAJOR FUNCTION

Specialized and complex secretarial work involving the performance of a wide variety of office and clerical support tasks. Tasks are completed with minimal supervision with a high degree of accuracy.

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.)

May serve as a first line supervisor.

Performs highly specialized assignments which may require use of discretion to determine appropriate response or methods.

Provides staff support to a supervisor. May be responsible for researching and pulling records and information to assist the supervisor.

May be responsible for operating and maintaining a specialized computer program which may require advanced skills and knowledge in programming/formatting; data retrieval, etc.

May perform complex word processing assignments on a daily, continuous basis. May take and transcribe dictation or transcribe from a dictaphone, letters, memoranda and studies relating to specialized field of work.

May perform a variety of clerical and secretarial duties including typing, mail distribution; completing standard County forms (i.e. accounts payables, travel requisitions, field purchase orders;) completing payroll time sheets; reviewing documents for completeness and accuracy; maintaining files (personnel, project, program;) etc.

Composes routine replies to correspondence in accordance with department and county procedures.

Prepares and compiles accounting and statistical tables and reports from miscellaneous materials.

(Staff Assistant I continued)

May monitor budget expenses and limits.

May provide clerical support to a special board or committee which includes attending meetings; setting up meetings; scheduling rooms and equipment; compiling and distributing agendas; taking and transcribing minutes; completing necessary follow-up; contacting members; etc.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office practices and procedures. Knowledge of business English, spelling, punctuation, and commercial arithmetic.

Ability to prepare routine documents and compose business letters and memoranda. Ability to make decisions in accordance with laws, regulations, or policies and apply these to work problems. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to make minor decisions to relieve the schedules of supervisors. Ability to establish and maintain harmonious working relationships with other employees. Ability to work independently without direct supervision. Ability to supervise other lower level clerical staff. Ability to learn and use a personal computer or mainframe computer.

May require skills in taking and transcribing minutes.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, plus three (3) years of general clerical/secretarial work experience or equivalent.

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

May be required to demonstrate keyboard skills.

ADA REQUIREMENTS

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