

STAFF ASSISTANT II

CODES/PAY GRADE

Class Code: 1009

EEO Code: F

Pay Grade: 114

MAJOR FUNCTION

Advanced secretarial and clerical work coordinating various staff support/clerical operations or functioning in a specialized technical staff capacity. Work is performed without direct, daily 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 perform duties from the Staff Assistant I class or the Office Assistant series.

May serve as secretarial support to the head of a large activity or division. Schedules appointments. Gives information to callers. Screens telephone calls for supervisor. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered. Files correspondence. Maintains files and other pertinent records.

Arranges travel schedules and reservations. Processes paperwork for accounts payable. Processes paperwork for purchasing materials.

Relieves the division director of minor administrative details. Coordinates office operations with other activities and units of the county. Compiles technical data for use in a division's operation.

May serve as an office manager which includes supervising subordinates (evaluations, leave approval, discipline) and ensuring the efficient operation of the office.

Assists in preparing and monitoring annual budget(s).

May perform tasks delegated by supervisor which may require discretion and judgement. May complete special assignments and special projects with little or no supervision, such as procedural guides within the division. Researches and develops material for supervisor's use.

Plans, initiates and carries to completion clerical, secretarial and administrative activities.

(Staff Assistant II continued)

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office practices and procedures. Knowledge of division programs. Knowledge of the principles of management and their application to the administration of governmental affairs. Knowledge of research techniques. May require knowledge of basic accounting principles and procedures. Knowledge of business English and basic math.

Ability to exercise judgement and discretion in applying and interpreting policies and procedures. Ability to supervise effectively. Ability to coordinate the work of a moderately sized clerical staff. Ability to carry out complex oral and written instructions. Ability to use judgement and discretion in the execution of duties. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED, plus one (1) year of Staff Assistant I work experience with Volusia County; OR Graduation from high school or possession of a GED, plus four (4) years of progressively responsible secretarial/administrative assistant or equivalent experience.

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

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