



<b>Job Title</b>	<b>Staff Assistant</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12813</b>

**Class Specification – Staff Assistant**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide para-professional staff assistance to assigned executive staff; perform responsible administrative duties in support of assigned department or division; perform a variety of technical duties related to assigned area of operation; and coordinate administrative and operating programs as assigned. Staff Assistants provide support to executives in the Senior Manager Band (SMG).</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the advanced journey level class in the Administrative Assistant series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series or serves in a working supervisory capacity over lower level staff.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Provide assistance in administrative and operating programs as assigned; participate in the development of policies and procedures; and participate in program implementation and monitor activities. Ensure that all assigned programs and activities adhere to all pertinent federal, state and local laws, ordinances, and regulations; and participate in the development and implementation of systems and procedures to ensure regulatory compliance.
25%	Operate and maintain assigned computer applications; perform system modifications; contact software vendors and programmers as needed; suggest upgrades and related purchases; and prepare technical data and specifications for modifications to applications.
20%	Coordinate assigned services and program activities with other City staff, external organizations, and the general public; and respond to and resolve inquiries and



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	complaints. As assigned, plan, supervise, and monitor the work of assigned staff; ensure that work completed adheres to approved policies and procedures; provide or coordinate staff training; and work with employees to correct deficiencies.
15%	Provide assistance in the development of assigned budget; collect and analyze financial data; monitor expenditures; and conduct field studies related to area of assignment.

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in secretarial sciences, accounting, or other related field.

**Experience:** Five years of full-time administrative experience, including experience in an executive support role.

**Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**  
Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**  
Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**



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The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:**  
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: June 2015