

CLASS TITLE: **Staff Assistant**

CHARACTERISTICS OF THE CLASS: Under direction, assists in the performance of specialized administrative support duties, and develops and implements management methods to improve organizational performance; and performs related duties as required.

ESSENTIAL DUTIES: Reviews and analyzes departmental policies and procedures such as recording keeping methods, personnel requirements and performance standards, in order to increase operating efficiency; develops, implements and monitors departmental policies and procedures; coordinates and provides administrative support in departmental operations; develops plans for long-term organizational goals; plans and coordinates management activities to ensure the efficient operation of the executive office; communicates critical matters to appropriate departmental staff; acts a liaison for management at meetings, committees and field assignments as needed; uses a personal computer or related office equipment to prepare reports and correspondence on departmental operations.

RELATED DUTIES: Develops standards and necessary controls to ensure that major departmental plans, policies and procedures are executed.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by one year of administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of management methods and procedures. Good knowledge of departmental rules, regulations and organizational structure. Some knowledge of the use of personal computers.

Ability to analyze, review, prepare and interpret reports. Ability to develop and implement policies and procedures. Ability to use good judgment to evaluate situations and make decisions. Ability to operate a personal computer.

Good oral and written communication skills. Skill in the application of professional administration principles.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1994