



Office of Human Resources  
Staff Assistant - CA1002  
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### General Statement of Duties

Performs paraprofessional level work to execute components of a specific administrative function(s) in the operations of an organization.

### Distinguishing Characteristics

The Staff Assistant class is distinguished from The Executive Assistant classes by the nature of the work performed. Executive Assistant classes provide administrative/secretarial support to operational managers and executives. A Staff Assistant is responsible for components of administrative functions that are typically performed by an administrator or professional level class that have been delegated by the manager to support an operational or functional area(s). The Staff Assistant class is also distinguished from the Operational Supervisor I class which has full performance supervisory responsibility that is the essential function of this class. Positions in the Staff Assistant class may be assigned supervisory responsibilities, but they are incidental and secondary to the administrative functions performed by this class. The Staff Assistant class is also distinguished from the Operations Coordinator class and the Management Analyst II class. The Operations Coordinator class performs full performance professional work coordinating operational and/or administrative programs or functions, acting as a liaison, and serving as a technical advisor. The Management Analyst II class is responsible for management analyses that constitute the essential function of this class. The Staff Assistant class is responsible for operational analysis as it relates to the specific administrative functions that are assigned to the position.

#### Definition of Administrative Function:

An administrative function is a business activity that supports the operations of an agency or department to achieve its business objectives (its reasons for existing). An administrative function may also be an operational function if it provides centralized administrative support across city government, e.g., purchasing, centralized human resources functions (recruitment, compensation, etc.), budget management and financial control.

### Level of Supervision Exercised

By position, supervises technical and/or clerical staff.

### Essential Duties

Implements and coordinates specific administrative functions by exercising delegated decision making authority over essential elements of the function.

Evaluates operational objectives or procedures and recommends/creates modifications and/or other solutions by analyzing operational issues and/or addressing management concerns.

Recommends and offers informed opinions to management on courses of action based on specialized knowledge.

Interprets, communicates and implements agency policy and procedural changes.

Assists other staff in adapting to new policies and practices, modifications and/or other solutions.

Implements, maintains and monitors expenditure controls for the organization.

By position, participates in budget development by identifying and quantifying both ongoing and special budgetary requirements and provides justifications for requested budget items and amounts.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of budget policies and procedures sufficient to be able to assume budgetary responsibilities as required.

Skill in maintaining and organizing departmental records, reports and files, including developing and maintaining databases and spreadsheets.

### **Education Requirement**

Associate's Degree.

### **Experience Requirement**

Two (2) years of experience performing specialized and/or technical office support work of the type and at the level of Administrative Support Assistant IV.

### **Education & 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.

### **Licensure & Certification**

None

### **Working Environment**

Occasional pressure due to multiple calls and inquiries.

Subject to many interruptions.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining body equilibrium to prevent falling over.

Carrying: Transporting an object, usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Vision: Ability to adjust vision to bring objects into focus.

Near acuity: Ability to see clearly at 20 inches or less.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

Sitting: Remaining in the normal seated position.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

Education Check

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: A-617**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**