



Office of Human Resources
Staff Assistant - LA1317
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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.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Personal Safety: aware of surroundings, people, and events.

Level of Physical Demand

For DPL Positions Specifically:
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

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

Sitting: Remaining in a stationary position.
Reaching: Extending the hands, arms, or other device in any direction.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Fingering: Picking and pinching, through use of fingers or otherwise.
Talking: Communicating ideas or exchanging information.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Repetitive Motions: Making frequent or continuous movements.
Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.
Walking: Ability to move or traverse from one location to another.
Carrying: Transporting or moving an object.
Pushing: Exerting force upon an object so that it moves away from the person.
Pulling: Exerting force upon an object so that it is moving to the person.
Balancing: Maintaining equilibrium.
Stooping: Positioning oneself low to the ground.
Kneeling: Assuming a lowered position.
Crouching: Positioning body downward and forward.
Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.
Standing: Remaining in a stationary position.
Written Comprehension: Ability to discern the meaning of written words.
Neck Flexion: Perceiving objects located above or below.
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.
Kneeling: Assuming a lowered position.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: