

# **CITY OF ROCKLEDGE**

## **JOB DESCRIPTION**

**TITLE: STAFF ASSISTANT**

**DEPARTMENT: VARIOUS**

### **GENERAL DESCRIPTION:**

Diversified clerical work that is performed in accordance with prescribed and well-established procedures. Work is subject to general supervision. Assignments are reviewed upon completion or through procedural arrangements within a department. Work under the direction of the Department Executive Head, or designee.

### **ESSENTIAL JOB FUNCTIONS:**

1. Types correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machines, notes and oral instructions, in rough and finished copy by the use of touch-typing methods.
2. Sorts, grades, verifies, files, and/or pulls from files materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, other records according to number, name, alphabet, invoices and group, code and/or other prescribed procedures. May operate switchboard.
3. Maintains files such as card files, record files, folder files and control files with coding systems, output cards, tab guides and other controlling devices.
4. Inputs various data into computer using based word processing software.
5. Prepares incoming and outgoing mail.
6. Answers telephone, operates other simple office machines such as adding machines, CRT, Fax, copiers and other general office machines with such accuracy as can be acquired from their use on the job.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of business English and spelling.
- Knowledge of arithmetic.
- Knowledge of office practices and procedures.
- Ability to understand and follow oral and written instructions.

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### **KNOWLEDGE, ABILITIES AND SKILLS: (Continued)**

- Ability to make arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.
- Ability to use computer.
- Skill in typing accurately from rough draft, plain copy or a transcribing machine at 45 words per minute.
- Skill in the use of data input equipment.

### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. One (1) year of general clerical experience

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally.
- Type at rate of 45 words per minute.
- Enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)