

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT I

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform routine clerical work, which includes some responsibility in functioning as an aide to a supervisor or in a specialized capacity.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in field: This is an entry-level position. One year of secretarial/ clerical, computer, and typing experience is required. A comparable amount of training beyond high school may be substituted for this requirement.
3. Special skills or abilities related to position: Positive human relations skills. Ability to successfully pass a skills test. Knowledge of Business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of the overall functions and operations of the department to which assigned. Knowledge of computer usage.

Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to work with minimal supervision and to make decisions in accordance with college rules and procedures. Knowledge of the overall functions and operations of the department to which assigned. Skill in the use of data entry or word processing equipment and in typing. Skill in note taking.

ESSENTIAL JOB FUNCTIONS:

1. Perform general office duties and participate directly in the work of the supervisor by interviewing visitors and telephone callers, securing details of specialized information, assisting in office research, and providing information regarding the services and operations of the office unit.
2. Communicate policy, schedules, and other basic information to students and the public.
3. Keep supervisor's appointment calendar and schedule appointments. Receive and screen calls and refer callers to other appropriate offices.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Take notes and minutes of conferences, meetings and functions as required by supervisor.
5. Prepare forms independently and compose letters for supervisor's signature. Type and proof proposals, surveys and contracts containing specialized technical terminology.
6. File letters and other documents in the prescribed manner. Assemble information for supervisor's use. Open, prioritize and process mail.
7. Use computer, data entry equipment or word processors to input data regarding courses, schedules, operations, employee data and other related information. Retrieve data for informational reports.
8. Function as office receptionist.
9. Maintain supply inventory and records.
10. Coordinate travel arrangements, prepare travel forms and arrange for reimbursement of funds for supervisors.
11. Make decisions in accordance with college policies and procedures. Provide information to students and the public.
12. Other duties as assigned.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- 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.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala, Citrus Campuses, Levy Center, Hampton Center or Appleton Museum of Arts in an office designated at time of vacancy announcement

SUPERVISOR OF POSITION: Designated at time of hiring/vacancy announcement