

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT I

PAY GRADE: C-1

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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### 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.

ESSENTIAL JOB FUNCTIONS (Continued):

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.
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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.

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 or Levy Campuses, 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