

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT II

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Responsible to perform secretarial and clerical work which may require functioning as an aide to a supervisor (usually a lower level administrator). Work with minimal supervision.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Two years of secretarial/clerical/computer and typing experience required.
3. Special skills or abilities related to position: Positive human relations skills. 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 establish and maintain effective working relationships with employees, students and the general public. Ability to relieve the schedule of the supervisor.

Skill in the use of data entry or word processing equipment.

### ESSENTIAL JOB FUNCTIONS:

Some Staff Assistant positions are more clerical/record keeping than secretarial. Duties shown are "generic" and not intended for every position at this level.

ESSENTIAL JOB FUNCTIONS (Continued):

1. Function as Staff Assistant or aide to an administrator. Participate directly in the work of the supervisor by interviewing visitors, securing details of specialized information and assisting in office research. Provide information regarding the services and operation of the unit.
2. Keep supervisor's appointment calendar and schedule appointments. Receive and screen calls and refer callers to appropriate offices.
3. Take notes and minutes of conferences, meetings and other activities, as required by supervisor.
4. Prepare forms independently and compose letters for supervisor's signature. Set up and maintain specialized office files. File letters, reports and related technical information in the prescribed manner. Assemble information for supervisor's use. Open, prioritize and process mail.
5. Use computer, data entry equipment or word processors to input data regarding courses, schedules, operations, student or employee data, or other related information. Retrieve data for informational reports.
6. Perform research and retrieval of records and data. Conduct statistical comparison of information for supervisor's use. Assist in the preparation and maintenance of department budget records, including the maintenance of ledgers. Maintain and process office staff payroll certification.
7. Receive and distribute information and material for students and the public. May function as office receptionist in an operating unit.
8. Maintain supply inventory and records.
9. Coordinate travel arrangements, prepare travel forms and arrange for reimbursement of funds for supervisor(s).
10. Make decisions in accordance with college policies and procedures. Provide information regarding policies and procedures to students and the public.
11. Function as lead worker over student assistants or clerical staff.
12. May assist with arrangements and promotion of programs and other activities sponsored by the office to which assigned.
13. May assist with registrations, receive funds and associated records, and transmit same to other appropriate college offices or departments.
14. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
15. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)

PHYSICAL DEMANDS (Continued):

- 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 type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- 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.

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.