

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT IV

PAY GRADE: C-6

OVERTIME STATUS: NON EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for advanced staff assistant and clerical work which includes administrative responsibility in functioning as an aide to high level administrator or in a specialized capacity. [Duties are generally similar to those of a Staff Assistant III, however the scope and degree of responsibility are more varied and complex.]

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. Prefer secretarial or Office Management training beyond secondary school level. Associate degree desired.
2. Years of experience in field: Four years of secretarial/clerical/computer and typing experience, in progressively responsible positions 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 or division to which assigned. Knowledge of computer usage. Ability to operate a computer in entering, retrieving, and manipulating data. May be required to take and transcribe dictation if the position requires this skill. Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with college rules, regulations and policy. Ability to establish and maintain effective working relationships with employees, students and the public. Ability to relieve the schedule of the supervisor. Skill in the use of data entry or word processing equipment.

### ESSENTIAL JOB FUNCTIONS:

*Most Staff Assistant IV positions are primarily administrative rather than clerical. Duties are "generic" and similar in detail to those of the Staff Assistant III, but with added responsibility.*

ESSENTIAL JOB FUNCTIONS: (Continued)

1. Function as assistant to top level administrator. Participate directly in the work of the administrator such as interviewing visitors, securing details of specialized information, assisting in office research and providing information regarding the services and operation of the unit. Communicate policy to students and the public.
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 functions as required.
4. Prepare forms and reports independently. Compose letters for supervisor's signature.
5. Set up and maintain specialized office files. Assemble information for supervisor's use.
6. Open, prioritize and process mail.
7. Type, proof and process letters, examinations and syllabi, course outlines, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, proposals, contracts, surveys and related paper work.
8. Enter data into computer containing specialized technical terminology or other information. Use computer, data entry equipment, or word processors to input data regarding courses, schedules, operations, employee data or other related information.
9. Retrieve data and assemble information for supervisor's use.
10. Conduct statistical comparison of information for a supervisor's use.
11. Assist in the preparation, maintenance and monitoring of the department or division budget. Maintain and process office staff payroll certification.
12. Maintain supply inventory and records. Assist with the office inventory of equipment.
13. Coordinate travel arrangements, prepare appropriate forms and arrange for reimbursements.
14. Function as lead worker over student assistants and clerical staff, if appropriate.
15. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
16. 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)
- Acceptable hearing (with or without hearing aid)
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.

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 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