

**CITY OF SALEM
STAFF ASSISTANT I**

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NATURE OF WORK

This is advanced secretarial and clerical work providing support to an division, section administrator or other City professionals.

Work involves responsibility for a variety of complex secretarial and clerical operations. Positions of this class may involve working as a secretary for an administrator(s). Employees may be privy to information of a confidential nature involving financial, personnel, legal, law enforcement or development issues. Considerable public contact is involved and employees of this class are expected to employ skill and judgment during these contacts within established policies and procedures. Within general procedures and guidelines, employees frequently develop and refine their own routines and carry their work to completion. Work direction or lead worker responsibilities for other clerical employees may be involved in some positions of this classification, however, full supervision is not normally a responsibility of this classification.

The work of this class differs from that of Office Assistant II in that positions involve duties of greater complexity and variety of secretarial responsibilities and assignments which are performed with judgment in the independent production of a broad variety of correspondence, statistical and report preparation, and related secretarial services. It differs from Staff Assistant II by the absence of full secretarial/clerical support for a principle official or administrator for the City and the absence of full supervisory responsibilities. This classification differs from that of the Staff Assistant I - Confidential by the absence of on-going knowledge and assistance related to collective bargaining issues.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Transcribes oral dictation through the use of transcription equipment, or manual transcription means as required, types correspondence, reports, and other material on general and technical subjects. Composes correspondence in accordance with standard policies; answers varied inquiries; explains policies and procedures and arranges appointments; routes incoming mail and correspondence not requiring a supervisor's attention to the proper officials for action; processes routine matters independently.

Arranges meetings, including obtaining meeting place, prepares materials including creation of agendas, compilation of attachments, collation of agenda package and distribution of agenda packets. Notifies

committee members and other participants of meetings; attends meetings, records matters discussed and action taken, and prepares minutes.

Reallocates work of subordinates to reflect shifts in volume or priorities; trains and orients new employees; assists in preparing reports, statistical materials, or other involved materials; makes computations on materials assembled and analyzes information.

Balances, posts, corrects, and composes a variety of financial related documents such as purchase orders, budgets, etc. Enters a variety of technical and financial information into computer spreadsheets, data bases or formatted computer screens linked to main frame computers. Verifies the accuracy and appropriateness of entered information through visual inspection of source documents, computer screen and printouts from the computer system. Resolves incomplete or inaccurate information. Maintains case files concerning a variety of projects specific to the administrator(s).

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience of a progressively responsible nature in secretarial and clerical work; graduation from high school including or supplemented by courses in secretarial science; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of business English, spelling, punctuation, and arithmetic.

Considerable knowledge of modern office practices and procedures and contemporary office equipment.

Thorough skill in the operation of a keyboard, computer and in taking and transcribing oral dictation rapidly and accurately if required in the position. Skill in the use of computer software including spreadsheets, word processing and data base systems.

Considerable ability to quickly learn and apply a variety of City and Department policies and procedures to work situations.

Considerable ability to perform work effectively during changing priorities and interruptions.

Ability to learn assigned secretarial and clerical tasks readily and to adhere to prescribed routines.

Ability to perform duties with initiative and judgement and to use resourcefulness, discretion, and tact in public contacts.

Ability to maintain complex clerical records and to prepare reports.

Ability to plan, organize, and direct the work of subordinates.

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Ability to establish and maintain good relations with other employees and the public.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards or alternate means of participating in meetings and coordinating work at other locations.

Work is performed within an office setting.

Personnel Director

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