

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Staff Assistant I - Confidential	CLASS. CODE: 0013
DEPARTMENT:	Various	FLSA: N
REPORTS TO:	Various	DATE: 7/1/2002

Job Summary:

Provides advanced secretarial and clerical work to support a division or section administrator. Includes contact with information of a confidential nature involving financial, personnel, legal, law enforcement or development issues.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Enters various data/information using Word, Excel and specialized databases systems. Prepares and composes reports, spreadsheets and maintains databases.
2. Verifies the accuracy and appropriateness of entered information through visual inspection of source documents and computer screen printouts. Resolves incomplete or inaccurate information.
3. Routes incoming and outgoing mail to the appropriate personnel. Responds to requests from department personnel for copying, typing or phone calls.
4. Answers varied inquiries either in person or by telephone, explains policies and procedures and arranges appointments. Arranges committee meetings, makes reservations, attends meetings and takes minutes.
5. Establishes and maintains an effective filing system and maintains records specific to department projects
6. Balances, posts, corrects and composes a variety of financial related documents such as purchase orders and budgets. Manages department petty cash account.
7. Transcribes oral dictation and composes correspondence in accordance with standard procedures. Mails or routes communications as needed.
8. Assists in preparing reports, statistical materials or other materials. Makes computations on materials assembled and analyzes information.
9. Directs the work of others or assist in training others.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent including or supplemented by courses in secretarial science; and,

Two (2) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

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License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Business English, spelling, punctuation and arithmetic.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Use personal computers, word processing and spreadsheet software, database systems and desktop publishing.
- Transcribe oral dictation rapidly and accurately.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.