

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Staff Assistant II	CLASS. CODE: 0015
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Responsible for supporting department and/or section heads and other personnel by performing secretarial and clerical work and providing information, documents and assistance to other departments and the general public. Supervises subordinate staff involved in secretarial and clerical work.

**Essential Job Functions**

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

1. Takes dictation or meeting minutes and transcribes into correspondence, official records, letters or notes. Composes original correspondence in accordance with standard procedures. Mails or routes communications as needed. Assists in preparing and finalizing staff reports for management.
2. Answers varied inquiries either in person or by telephone, explains policies and procedures and arranges appointments. Arranges committee meetings, ascertains possible conflicts, makes reservations, attends meetings and takes minutes.
3. Initiates follow up progress reports from sub-committees, task forces or committee members as needed. Reminds supervisor of reports due, decisions to be made or issues needing attention.
4. Receives, sorts, analyzes and summarizes material for the preparation of reports. Compiles factual or financial information, summarizes and presents to supervisor for a variety of reports.
5. Maintains computerized databases or logbooks for tracking department projects, documents and financial information. Processes and tracks division travel requests, expense reports, payroll and personnel records for department.
6. Monitors budget accounts, advises supervisor of current balances and prepares a variety of budget proposal documents. Prepares and submits purchasing documents, reimbursement vouchers, and petty cash receipts. Analyzes and recommends office related equipment purchases. Researches costs, gather historic costs and assess needs for budget process.
7. Plans, organizes, assigns and reviews the work of clerical or volunteer staff including hiring decisions, performance appraisals, responding to grievances and issuing discipline.
8. Revises and suggests new procedures and changes in work flow, office equipment or work processes to increase efficiencies.
9. Coordinates hiring and recruitment process for the department, including administering exams and making job offers.
10. Completes special assignments and projects as requested.

**Important Job Functions**

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

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**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,

Four (4) 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.

**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.
- Budget process, compiling information and creating a budget document.

**Ability to:**

- Plan, organize and supervise the work of subordinates.
- Transcribe oral dictation rapidly and accurately.
- Use personal computers, word processing and spreadsheet software, databases systems and desktop publishing.
- Develop and maintain interpersonal relations.
- Communicate effectively verbally and in writing to a wide range of individuals.
- 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.
- Bend, kneel, stoop or climb.
- Lift up to 20 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.