

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Senior Staff Assistant			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> J	<i>FLSA Status:</i> Nonexempt	<i>Class Code:</i> N1007	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Provides advanced secretarial, administrative and clerical support to assigned office(s) to ensure effective and efficient daily office operations. May also assist department(s) with the operation of computerized applications.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Composes and/or types and distributes accurate correspondence, memorandums, administrative procedures, etc. Compiles and prepares various reports as requested.	20%
2.*	Prepares and processes material for and may attend various committee meetings; types minutes from meetings.	15%
3.*	Provides assistance to assigned staff member(s) by scheduling appointments and maintaining calendar, and by organizing, coordinating and prioritizing activities	15%
4.*	Sets-up and maintains current office files and computer databases, both hardcopy and computer files.	10%
5.*	Receives incoming calls and responds to questions or directs calls as appropriate.	10%
6.	Opens, distributes and prioritizes mail.	5%
7.	Handles travel arrangements as required; processes reimbursements, approved invoices, payroll and various paperwork to ensure timely and efficient flow of paperwork.	5%
8.	Operates various office machines including copier, FAX, computer, etc. Orders and maintains adequate inventory of office supplies; prepares requisitions.	5%
9.	Assists students with problems and/or complaints or refers to appropriate office or personnel.	5%
10.	May assist in the preparation of the annual office budget.	5%
11.	May provide direction or assistance to lower level office clerical staff member(s).	5%
12.	Performs other similar and related duties as requested.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Associate's Degree or Two-year College equivalent required.	
<i>Experience:</i>	2 to 3 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur from one to four weeks in the future or on a monthly basis. Scope of planning is department or equivalent.	
<i>Impact of Actions:</i>	<i>Operating Budget Responsibilities:</i> Provides incidental services indirectly related to the use of misuse of expense or revenues. <i>Grant Fund Responsibilities:</i> No impact on grant funds. <i>Revenue Generating Impact:</i> No impact on revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Communications with Others:</i>	Requires regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies.	
<i>Supervision of Others:</i>	Has responsibility or authority, which is limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications and data retrieval.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	