

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Executive Staff Assistant			<i>BOT Date:</i> 10/1/96
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0908	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Provides secretarial, administrative and technical support to College executive(s).

KEY RESPONSIBILITIES

% OF TIME

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1.*	Performs work of a complex and often confidential nature and relieves supervisor of a wide range of administrative details. Takes initiative and uses judgement to make decisions in the absence of specific directions from supervisor.	15%
2.*	Formats and types correspondence, reports and other complex material from rough drafts, making changes as needed. Establishes, maintains and updates distribution lists. May transcribe dictation using shorthand or transcribing equipment. Completes special projects and technical assignments as assigned.	15%
3.*	Establishes and maintains organized files, both hardcopy and computer files. Creates and maintains databases. Makes copies of correspondence and other documents and materials as necessary.	10%
4.*	Answers and screens telephone calls; provides information to callers which require a detailed knowledge of supervisor's area of responsibility and College policies, procedures and operations.	15%
5.	Develops, schedules and plans the processing of office work. Maintains essential curriculum and academic data.	10%
6.	Maintains supervisor's calendar, arranging meetings and appointments. Makes travel arrangements as required.	10%
7.	Opens, distributes and prioritizes mail. Answers routine inquiries, determines which items can be handled by supervisor's subordinates and forwards appropriate items to supervisor.	10%
8.	Prepares and processes materials for and may attend various meetings.	10%
9.	May provide assistance or direction to lower level clerical staff or student/temporary workers.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	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.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<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.	