

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Staff Assistant	<i>BOT Date:</i> 10/1/96		
<i>Level:</i> K	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1104	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Provides secretarial and clerical support to assigned office(s) to enable effective office operations.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Types, proofreads and/or distributes accurate correspondence, memorandums, schedules and other documentation based on information generated by requestor. May independently compose letters, memos, etc. as requested.	40%
2.*	Answers telephone and responds to routine questions, directs calls or takes messages as appropriate.	20%
3.	Compiles and prepares reports and types specialized materials using computer graphics, math equations/line graphics/charts, special symbol characters, etc. based on information received by requestor.	10%
4.	Operates a variety of office machines including copier, facsimile, computer, printer, etc.	10%
5.	Orders supplies and calls for equipment service as required.	5%
6.	Opens distributes and prioritizes mail.	5%
7.	Maintains accurate and current files and records, both hardcopy and computer files.	5%
8.	May provide direction or assistance to assigned student assistants or lower level clerical staff.	5%
9.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Staff Assistant	Class Code: N1104	Position Level: K
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<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>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<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>	Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines.	
<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.	