MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: STAFF ASSISTANT	Date: 07-24-98
Position Grade: 06	Job Code: 6-10
FLSA Status: NON-EXEMPT	

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Performs regular and advanced clerical functions. Answers telephones and greets clients/visitors and directs the individual to the appropriate department/person. Provides staff support to supervisor. Prepare routine documents and correspondence.

KEY RESPONSIBILITIES

1. Answers phone inquiries from clients/visitors and directs them to appropriate department/individual. *
2. Types, files, updates, compiles and prepares department reports. *
3. Coordinates schedule for Supervisor and department employees. *
4. Opens and distributes incoming mail and sends outgoing mail.
5. Records payroll, coordinates vacation and schedules for work.
6. Attend meetings to take minutes.
7. Maintain office supplies for the department.
8. Prepares billing information for the Finance Department.
9. Performs other duties as assigned.

***Indicates an essential job function**

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Job Code:

KEY JOB REQUIREMENTS

Education: High School Diploma or GED required.

Experience: 2 years to 3 years prior related work experience required.

Impact of Actions: Makes recommendations or decisions which usually affect the entire department.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations..

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. 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.

Communication with Others: Regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.

Managerial Skills: Involves no responsibility or authority for the direction of others.

Working Conditions/.
Physical Effort:. Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

ADDENDUM

Position Title: STAFF ASSISTANT **Department**: SOCIAL SERVICES - WELFARE	**Class Code**:	**Position Level**: 6

ADDITIONAL KEY RESPONSIBILITIES
1. May make occasional field visits. 2. On Call 24 hours pending disasters.

ADDITIONAL KEY JOB REQUIREMENTS
1. Requires word processing and data entry computer experience. 2. Valid FL Drivers License and possession of a vehicle. 3. Typing Test required.

APPROVALS

Department Head:

Name: LOUIS LATORRE Signature: [signature] Date: 6-13-00

Division Director:

Name: JIM MALLOCH Signature: [signature] Date: 6-13-00

County Administrator:

Name: _____ Signature: [signature] Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____