# MONROE COUNTY, FLORIDA
## JOB DESCRIPTION

**Position Title:** STAFF ASSISTANT
**Position Grade:** 06
**FLSA Status:** NON-EXEMPT

**Date:** 07-24-98
**Job Code:** 6-10

### 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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## 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<br>**Department**: BUDGET & FINANCE | **Class Code**: | **Position Level**: 6 |
|---|---|---|

| **ADDITIONAL KEY RESPONSIBILITIES** |
|---|
| 1. *Responsible for document scanning and File Management.<br>2.<br>3.<br>4.<br>5. |

| **APPROVALS** |
|---|
| *Department Head*: |
| Name: _____ Signature: _____ Date: _____ |
| *Division Director:* |
| Name: Salvatore R. Zappulla Signature: [signature] Date: 2/1/09 |
| *County Administrator*: |
| Name: _____ Signature: _____ Date: _____ |

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

Name: _____ Signature: _____ Date: _____