Staff Assistant III (0725)

**Basic Purpose/Job Function:** Coordinating and performing clerical duties following established standards.

**Examples of Titles Replaced:** Archives Assistant, Data Entry Supervisor, Library Technician II, Editorial Assistant, Purchasing Contract Expediter, Secretary II, Word Processing Operator II, Staff Assistant

**Typical Functions May Include:**

1. Assisting with day-to-day responsibility for coordinating and performing specialized clerical functions
2. Preparing budgetary records and expenditures
3. Scheduling appointments and making travel arrangements
4. Planning and organizing programs and conferences
5. Initiating departmental purchases
6. Drafting, typing and proofreading memoranda, letters, reports and records
7. Screening incoming calls
8. Manipulating pre-packaged software to accomplish computer specific tasks
9. Receiving, reading and distributing incoming mail
10. Compiling reports
11. Maintaining filing systems including confidential documents
12. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise, train and evaluate clerical support staff.

**Supervision Received:** Determines action to be taken handling all but unusual cases and is expected to function independently following training.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 - 24 Months  
  **Type:** Office Clerical, Office Management or equivalency
- **Skills:** Creativity in composing or presenting oral and written communication; ability to perform basic math functions; word processing.
- **Special Requirements:** Regular pressure to meet productivity standards; may be required to bend, lift, stoop, carry and be exposed to temperature changes.
- **Licenses:** Determined by the nature of the position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.