Staff Assistant II (0724)

**Basic Purpose/Job Function:** Performing clerical and secretarial duties following specific rules and instructions.

**Examples of Titles Replaced:** Chief Clerk, Clerk Typist II, Job Order Clerk, Library Technician I, Office Assistant III, Secretary I, Word Processing Operator I

**Typical Functions May Include:**

1. Drafting, typing and proofreading memoranda, letters, reports and records
2. Scheduling appointments and making travel arrangements
3. Maintaining office supply inventory
4. Running errands
5. Drafting correspondence
6. Providing information regarding location or availability of materials, resources and services
7. Answering and routing phone calls
8. Greeting and routing office visitors
9. Maintaining filing systems, databases and confidential records
10. Compiling data and making charts and graphs
11. Making copies and assembling materials
12. Opening, routing and preparing incoming and outgoing mail
13. 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:** Has no regular supervisory responsibility. May assist in training and mentoring new personnel that perform similar duties.

**Supervision Received:** Receives general supervision; is expected to follow standard practices, referring cases outside of standard procedure to supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 6 - 12 months  
  Type: Office Clerical
- **Skills:** Knowledge of correct grammatical structure, vocabulary and formats; ability to perform basic math functions and read and understand written materials; word processing
- **Special Requirements:** 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.