



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

STAFF ASSISTANT IV

Department: Various
Pay Grade: 106
FLSA Status: Non-Exempt
Job Class: 6021
Risk Code: 8810

JOB SUMMARY

Responsible for providing advanced administrative and secretarial support for the program, supervisory and management staff of the department. Performs a variety of duties of a moderately complex to highly complex nature. Assignments typically involve maintenance of administrative support details as directed.

ESSENTIAL JOB FUNCTIONS

- Assists in the management of office including files, personnel records, purchase records and meeting schedules, often dealing personally with the matter.
- Enters revenue receipt transmittals and prepares reports of revenue generated by department.
- Oversees preparation of payroll and resolves problems as necessary.
- Types various department specific documentation, e.g., letters, statements, narrative and statistical reports, minutes, agendas, court orders, case files.
- Frequently processes correspondence of a sensitive or confidential nature.
- Prepares correspondence and recurring reports for supervisor's signature.
- Proofreads copy and corrects drafts for grammar, punctuation, and spelling in order to produce error-free work.
- Arranges for meetings and conferences and may take notes. Maintains calendars.
- Responsible for purchasing process, accounts payable process, and tracking budget expenditures.
- Assists with budget preparation with rough drafts and preparation of budget documents.
- Maintains control files of matters in progress and follows up to ensure that actions are completed.
- Processes work orders or documents requiring office procedural knowledge. Coordinates some office functions with other county departments.
- Provides information within scope of knowledge or refers customers to appropriate individuals.

- Responds to telephone inquiries from the public and other departments when information requested is specifically provided and known, such as from published records, specific deliveries and procedures, and calendar of events, or within established guidelines.
- Maintains a pleasant cooperative attitude with co-workers. Maintain professional appearance, grooming and dress consistent with department image.
- May be assigned a project or process and be held responsible for results.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Associate Degree or equivalent vocational training/education. Three years progressively knowledgeable and skilled administrative support or secretarial related experience and training, demonstrating extensive knowledge and practical experience with personal computers, standard application packages, modern office technologies, and customer service; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- May require Notary Public certification depending on area of assignment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
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- Ability to compute rate, and percent and ability to draw bar graphs.
- Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Can explain records, procedures to others as lead worker.
- May participate in development of policy, programs, plans, or procedures.
- Studies manual work process to determine most effective methods for essential tasks.
- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions
- Strong working knowledge of computers and other office equipment.
- Strong organizational skills and ability to prioritize to meet established deadlines.
- Skill in the interpretation and application of business English, grammar, spelling, diction, style and punctuation.
- Ability to supervise and train division clerical support staff.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 25 pounds of force occasionally. While performing the duties of this job, the employee will regularly be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*