

**CITY OF SATELLITE BEACH**

**JOB DESCRIPTION**

**JOB TITLE:** STAFF ASSISTANT

**DEPARTMENT:** FINANCE

**GENERAL DESCRIPTION:**

Clerical staff assistant work that includes the operation of a PC.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit. Keeps appointment calendars.
2. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for other use. Performs research and retrieval of records. Retrieves data for reports. Assists in the preparation and maintenance of department records.
3. Using computer or typewriter, composes, types and processes letters, forms, reports, schedules, manuals, booklets, and related paperwork. Types information or enters data containing technical terminology into computer.
4. Processes incoming departmental cash receipts deposits.
5. Prepares accounts payable and payroll related checks for distribution.
6. Maintains record storage documentation.
7. Other duties as may be assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- \*Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, etc.
- \*Knowledge of office practices and procedures.
- \*Knowledge of basic mathematics.
- \*Ability to follow Finance Department and the City's policies, procedures and practices.
- \*Ability to establish and maintain effective working relationships with employees and the public.
- \*Ability and skill to utilize Microsoft Excel, Word, Outlook programs.
- \*Ability to communicate using speaking, hearing, and visual skills.

**EDUCATION AND EXPERIENCE:**

- \*High school graduation or possession of an acceptable equivalency diploma.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

STAFF ASSISTANT

PAGE 2

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None.

**ESSENTIAL PHYSICAL SKILLS:**

- \*Acceptable eyesight (with or without correction).
- \*Acceptable hearing (with or without hearing aid).
- \*Ability to communicate both orally and in writing.
- \*Ability to enter data at a prescribed rate of speed.
- \*Ability to access file cabinets for filing and retrieval of data.
- \*Ability to sit at a desk and view a display screen for extended periods of time.
- \*Ability to lift up to 50 pounds of documents for record storage.
- \*Types at 40 words per minute or greater.

**ENVIRONMENTAL CONDITIONS:**

- \*Works inside, in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)