STAFF ASSISTANT

DEFINITION
Under direction, performs a variety of clerical and office support duties for an assigned department or division.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, departmental-specific duties.

TASKS
• Receives and screens visitors and telephone calls; provide information which may require the general interpretation of City policies and procedures; take messages or refer callers to appropriate persons; provide follow-up on the more routine inquiries from the public or staff and refer or assist in resolution of problems.
• Type from rough drafts, review, edit and proofread a variety of memoranda, correspondence, reports and documents including council, commissions and/or committees reports, and/or flyers;
• Perform a variety of general accounting operations including receivables, payables and/or bank deposits; process purchase orders; enters purchase and check requisitions.
• Follow and perform basic office procedures; filing, inventory and maintain supplies; check invoices and packing slips; sort, distribute and route mail.
• Input or retrieve data and prepare reports from on-line or personal computer systems; perform data file management; maintain mailing lists or other contact information for department needs;
• Make reservations for City facilities; maintain centralized department records including contracts, project files, meeting summary notes, tract maps, plans and specifications.
• Provide guidance and training to volunteers and interns as assigned. Perform other department related job duties as necessary.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledge of modern office methods and equipment including business correspondences and filing, personal computers and software operations and use, correct English usage, spelling, grammar and punctuation;
• Skilled in maintaining files, records and legal documents, in providing and following oral and written instructions, in establishing and maintaining positive and productive working relationships, and in prioritizing work to meet competing and/or conflicting deadlines;
• Ability to learn the organization, procedure and operation details of the City and assigned department/division; understand and follow both oral and written instructions, perform routine duties with accuracy and to proficiency operate department office equipment including computers and software, fax machines, copiers, scanners, and other specialized equipment.
• Ability to type 40 (net) words per minute

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

MINIMUM QUALIFICATIONS
Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.
High school graduation or equivalent combined with some college course work in business writing and basic accounting, AND two years’ experience providing office support functions in a business environment OR one year of experience performing the duties of an Administrative Intern with the City of Inglewood.
STAFF ASSISTANT

*Merged Classification:*

1. Senior Administrative Aide
2. Administrative Aide
3. Senior Office Specialist
4. Office Specialist
5. Senior Office Assistant
6. Office Assistant
7. Housing Assistant
8. Housing Aide
9. Police Training Assistant
10. Subpoena Clerk
11. Sanitation Services Assistant

*Established – 10/01/2016*