

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Staff Assistant III**

DEPARTMENT: **Various**

GENERAL DESCRIPTION:

Advanced and specialized clerical work that is performed in accordance with prescribed and well established procedures. Employees assigned to this classification require advanced and technical knowledge of the department and operations of the unit to which assigned.

ESSENTIAL JOB FUNCTIONS:

1. Performs specialized and technical clerical and record keeping work. Work is performed with a minimum of supervision. Duties may require the employee to function as a lead worker over a small clerical staff.
2. Types correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machines, notes and oral instructions, in rough draft and finished copy by the use of touch-typing methods.
3. Sorts, grades, verifies, files and/or pulls from files, materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, other records according to number, name, alphabet, invoices and group code and/or other prescribed procedures.
4. Maintains files such as index card files, record files, folder files and control files with coding systems, output cards, tab guides and other controlling devices.
5. Inputs various data into computer using word-processing based software or a word processor. Accesses, inputs and retrieves information from a computer.
6. Processes incoming and outgoing mail.
7. Gives information in person or by telephone to other units and the public, applying knowledge of rules, regulations and procedures of the assigned unit.
8. Operates office machines such as adding machines, CRT, fax, copiers and other general office machines with such accuracy as can be acquired from their use on the job.
9. Regular attendance.

[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 the rules, regulations and procedures of the assigned unit.
- Knowledge of business English and spelling.
- Knowledge of mathematics.
- Knowledge of office practices and procedures.
- Type at rate of 45 words per minute.

Staff Assistant III

- Ability to communicate orally and in writing.
- Ability to access, input and retrieve information from a word processor or computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Four (4) years of general clerical experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access, input and retrieve information from a word processor or a computer.
- 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 answer telephone and provide information to the public.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/1/11

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date