

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Staff Assistant II

**Department:** various

**Location:** District wide

**Date:** 2016

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**POSITION PURPOSE**

Under the general supervision of a department supervisor, manager or academic staff member performs routine but somewhat varied clerical and general typing duties following standard procedures in support of the operations, preparation and maintenance of a variety of records and reports, or academic professional staff of an administrative or program office.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level of the Staff Assistant job series. Positions at this level may typically perform a variety of general office clerical functions, usually without continuing instructions or direct supervision unless some changes in procedures or established practices are involved and then specific instructions are provided and the work is closely reviewed on the completion by a higher-level employee. Incumbents of positions at this level may also be responsible for the complete clerical operation of an office in which the work operations are relatively well established or the overall functions of the office are such that there is a limited requirement for incumbents to become directly involved so that there is a limited range of subject matter knowledge to be developed and applied. In such instances, the work is performed under the direction of an academic or administrative member of the staff, but it is still limited in terms of difficulty and responsibility because of the nature and variety of work itself. Work requires some independent judgement and knowledge within the department as well as a general understanding of other department's functions.

Responsibilities may include providing technical or functional direction to hourly or student assistants.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Perform routine but varied clerical duties requiring knowledge of general departmental and college practices and procedures.
2. Receive, screen, review and verify a variety of correspondence, documents or applications.
3. Maintain office files, reports, logs and a wide variety of memoranda.
4. Search for, compile and post data for a variety of reports.
5. Provide a central source of information on the activities of the office.
6. Receive, screen and/or direct visitors and telephone calls coming to the office and deliver messages.
7. Assist in the planning and carrying out the activities and procedures of the office.
8. Combine and type data from various source materials.
9. Type letter, reports, course and curriculum outlines, minutes of meetings, orders, notices, statistical data and a variety of other miscellaneous papers, forms, and documents of average difficulty from either clear copy or rough draft with a high degree of speed and accuracy.
10. Correctly utilize technical terms and foreign or unusual words.
11. Maintain records, check data and prepare standard reports.

12. Proof and check work for completeness, accuracy, format; make changes as recommended.
13. Code, enter, retrieve and maintain computerized student, financial, employee and program activity records using computer terminal or micro-processor.
14. Keep records of expenditures, maintain and monitor budget accounts for assigned budget categories.
15. Receive specific instructions when performing non-routine tasks.
16. Answer telephone and provide information in accordance with department, program or district policy.
17. Arrange and schedule meetings, notify participants, reserve meeting, assist and prepare materials needed.
18. Maintain accurate and detailed calendar of events, due dates and schedules as they relate to assigned programs and services.
19. Screen mail and respond to routing inquiries using standardized formats.
20. Resolve routing problems/questions, referring unusual cases to supervisor.
21. Prepare various forms to relieve supervisor of routing personnel, budget and payroll functions.
22. Perform cashiering duties, receive and receipt cash payments and prove balance on cash receipts. Order and maintain stock of office supplies as necessary.
23. Perform other related duties as assigned.

**Knowledge of:**

1. Proper telephone techniques and etiquette.
2. Modern office methods, procedures and equipment including micro-computers, computer terminals and related software.
3. Proper English usage, spelling, grammar, and punctuation.
4. Record-keeping principles and procedures.
5. Policies, procedures, organization and operating details of the department to which assigned.
6. Writing and composition of business letters.

**Skills and Ability to:**

1. Understand and follow oral and written instructions.
2. Operate office machines including a computer and applicable software.
3. Prepare and deliver oral presentations, research and report writing.
4. Perform routine clerical work without supervision.
5. Meet schedules and time lines.

6. Work independently with little direction and work effectively in a team.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.

**Experience and Education:**

1. Education equivalent to completion of the twelfth grade.
2. One year of experience performing general office clerical work.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.

Board Approved: format conversion  
Salary Range: 54  
EEO Category: 2B4 – Secretarial/Clerical