

STAFF ASSISTANT (GENERAL SERVICES)

GENERAL STATEMENT OF DUTIES: Provides staff support in an assigned division of the Department of General Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs staff support or administrative tasks, in accordance with established procedures, to assist in the implementation of operational objectives in an assigned area of General Services. Responsibility also involves maintaining a detailed set of accounts for tracking and monitoring expenses incurred for services, and billing user departments for expenditures and costs. Supervision may be exercised over subordinate clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Performs various administrative and clerical tasks to provide staff support and office management in an assigned area of General Services such as Telecommunications, Buildings Management, Operations and Support Services, Accounting and Control, or Purchasing;

Assists in developing systems, contracts, requests for change orders and other business transactions for the installation or upgrade of existing automated office systems, including telecommunication and video display terminals, in support of county operations;

Insures adequate funding for new or ongoing charges for services by maintaining and controlling ledger accounts;

Prepares monthly statements of income and subsidiary statistical reports;

Assists in the verification of vouchers for claims submitted by vendors of services;

Assures an orderly flow of routing bill preparation, verification, posting and routing;

Consults with user departments and vendors to resolve problems relating to billing, expenditures, services, systems changes, work orders, contracts, and other related service areas;

Posts, verifies and routes all receivables; insures the proper distribution, storage and safe-keeping;

Assists in obtaining trial balances in the preparation of monthly statements, and audit and costs studies;

Performs related tasks to insure the smooth and effective operation of the division.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern account-keeping principles and procedures; ability to perform arithmetical calculations accurately and quickly; ability to follow complex instructions; ability to be attentive to considerable detail; ability to work within prescribed time limitations; ability to establish and maintain effective working relationships; integrity; tact; accuracy; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalency and either: (a) four years of experience in billing, bookkeeping, budget preparation, statistical or account-keeping work, at least one of which must have been in a supervisory or instructing capacity; or (b) An Associate's Degree in Business Accounting, or a related field and two years of experience as described in (a), at least one of which must have been in a supervisory or instructional capacity; or (c) A Bachelor's Degree in Accounting, Business Administration, Economics or related field; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) thru (c).