

**JOB DESCRIPTION: PKZ STAFF ASSISTANT/YOUTH ACTIVITY COORDINATOR****BENEFIT GROUP:** SWN**JOB CODE:** COG05**PAY GRADE:** S20**AUTHORIZED STRENGTH:** 40

**PAY RANGE:** Min: \$12.57 per hour  
Mid: \$15.71 per hour  
Max: \$18.85 per hour

**NATURE OF WORK:**

Performs varied, complex secretarial and/or clerical work of above average difficulty and usually of a specialized nature and involves complicated and varied procedures or work methods, and permit reasonable initiative and independent judgment. The primary functions of this classification are maintaining complex records, gather and develop statistical data for reports, provide information/customer service, interview, and verify technical information. Positions require the application of specialized knowledge in interpretation of ordinances, rules, regulations, or procedures, working independently on certain assignments, and/or overseeing the work of a small clerical staff performing routine repetitive duties. Most positions require proficiency in typing. Work is performed according to general instructions and/or established guidelines, which apply to most usual work situations. Work problems involving significant departure from standard policy or procedure are reviewed with Supervisor for final determination. Work is generally reviewed through random spot checks of records or discussion of problems; however, unusually important or complicated assignments are checked in detail upon completion. Assists Youth Development Coordinator with creation of comprehensive, holistic programs for at-risk youth including the development of training/enrichment opportunities, health & wellness and athletic programming.

**EXAMPLES OF WORK PERFORMED:**

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.**

Classifies, codes, consolidates, and posts information for confidential or technical reports (i.e., minutes, reports, documentary files, inspections, permits and licenses, and other complicated documents) in an established filing system containing varied subject matter files; may also index and file material; may retrieve information from microfilm/micro-fish. Compiles data within specific accounting area for preparation of financial reports and statements using JD Edwards; assembles and compiles data used for preparing budgets and prepares reports as required. Gathers and organizes information from various sources (i.e., index cards, logs, work orders, reports, etc.) and types statistical reports. Researches varied records and files, retrieves and provides information according to department policy; may summarize data and prepare reports. May interview and assist persons in completing applications for employment. May take dictation and transcribe memorandums, statements, reports, minutes and other material. Types and transcribes lengthy technical, statistical, and/or financial information

using word processing equipment. Creates forms, formats, statistical graphs, charts, and other unique typing jobs; reviews and reconstructs material for proper format, grammar, continuity, and punctuation to ensure final document is complete and accurate. Establishes and maintains electronic document retention files to include the identification, indexing, and storage of information on appropriate diskettes. Attends meetings and conferences; takes and transcribes minutes and makes the necessary distributions. Composes and types correspondence of a routine nature; revises and develops formats for forms and reports. Collects and organizes data from various sources and prepares routine and periodic reports; may tabulate and verify totals. Establishes and maintains a comprehensive filing system; maintains and updates office manuals. Receives telephone calls and provides information regarding the operations and procedures of the assigned area; refers difficult or unusual situations to supervisor; may perform office reception duties. Answers difficult inquiries and customer complaints, explains functions and services of department; requests action from proper department and records action taken/results obtained. Maintains appointment calendar and schedules appointments as instructed; advises supervisor of important meetings; makes travel arrangements as requested. Maintains time and attendance records and may prepare payroll for the supervisor's signature. Monitors office supply inventory and prepares requisitions for supplies, printing and other services. May assign and check work of small clerical staff. May operate word processor, computer terminal and other office equipment. Seek out and develop mentoring opportunities for youth with partner organizations; Create opportunities which encourage students to increase physical activity; Assists with develop opportunities for youth to improve their health through comprehensive nutrition education. Performs other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of English composition, general math, and office practices and procedures. Some knowledge of effective supervisory techniques may be required. Skilled in providing excellent customer service. Ability to type and operate personal computer, various office equipment and software/programs such as: scanners, copiers, etc. Ability to sit and operate a personal computer for extended periods of time. Ability to work independently, maintain confidentiality and adhere to established routines and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to learn codes/procedures of assigned area, and to maintain moderately complex records. Ability to communicate effectively both orally and in writing.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

High school diploma plus two (2) to three (3) years clerical and/or secretarial experience; or an equivalent combination of education and experience. Driver license maybe required depending on area of assignment. REVISED: 3/13/92 - SV 6/11/96 - note added 10/1/96 12/17/98 - MCT 7/16/02 - VCJ 9/09/02 - MGR added to typing speed 2/1/2005- MGR Modified typing speed 11/3/06 Driver license info added 7/28/09 MGR modified typing speed per study results.