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Class Specification for the:

STAFF SERVICES ASSISTANT

Duties Summary:

Plans, organizes and conducts administrative housekeeping services; may supervise a clerical assistant; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for administrative services in support of the programs operations and activities in serving a program manager and program staff. There is significant involvement in advising and assisting in budget and fiscal, purchasing, personnel and other services in fulfilling administrative program requirements. Supervision may be exercised over one (1) clerical subordinate.

Examples of Duties:

Verifies and compiles expenditure information for budget planning purposes, and discusses Teacher Housing programs needs; drafts budget estimates in required format for discussion and revision with program manager, and directs preparation of final copy; proposes expenditure plan for approval based on allotment, and follows through on final form and transmittal; establishes recordkeeping of encumbrances and expenditures, informs unit staffs on purchasing procedures and allotment controls, reviews requisitions and monitors expenditures, reports possible shortfalls, etc.; maintains and updates a master inventory which includes facility designations, descriptions, and contents ; maintains accurate records of all transactions such as planning documents related to repair, maintenance, renovation or construction; intakes requests and screens for priority; informs program staff or contractor for appropriate action; may supervise a clerical subordinate in the maintenance of records; prepares a variety of documents using word processing spreadsheets and other office equipment and technologies; prepares various operational reports, and the reconciliation of records; advises program staff on personnel rules, regulations and procedures, and relays inquiries and information; maintains control on correspondence requiring response; ordering and maintaining office supplies and equipment; maintains operating manuals; may plan, organize, direct and evaluate the work of a subordinate.

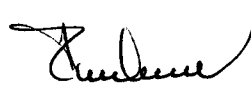
Knowledge and Abilities Required:

Knowledge of: Office practices and procedures, including records maintenance and filing, word and mail processing, and reception and related services; use and operational maintenance of standard office equipment; administrative service functions, including fiscal recordkeeping, purchasing and inventory, personnel recordkeeping, preparation of reports, public relations, and the use of word processing, spreadsheet and other software applications.

Ability to: Plan, organize, and carry out a variety of basic administrative services functions and activities pertaining to the Teacher Housing Program; learn budget preparation and expenditure control; learn and understand office automation; understand general program functions and activities; deal with a variety of administrative services functions and seek advice and assistance as necessary; deal effectively with program staff serviced, and schedule and coordinate work in order to meet established deadlines; travel via air or car to remote locations statewide; give and receive oral and written instructions, and direct the work of a clerical subordinate.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is a new class specification, Staff Services Assistant I created for the Department of Education Civil Service system.

DATE APPROVED: APR 4 2008



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: APR 04 2008