

Code: 1861

Title: SPECIAL STAFF ASSISTANT

**SUMMARY:** Assists in managerial activities within Pima County. This is distinguished from the Staff Assistant-Senior classification by its organizational placement and its somewhat limited freedom and authority to act.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assists in planning, coordinating, and implementing operational projects;  
Assists in coordinating the efforts of personnel to achieve objectives;  
Participates in the design of special projects which may be of a confidential or politically sensitive nature;  
Conducts studies and surveys on behalf of managerial or executive staff and collects pertinent information for review;  
Verifies, analyzes and interprets information and makes appropriate recommendations to management;  
Researches and writes reports which address managerial or supervisory issues;  
Assists in developing and communicating policy statements concerning managerial and supervisory practices, issues and procedures;  
Acts as the department or division representative on county committees, boards and at various meetings;  
Plans, organizes, schedules and conducts various departmental meetings;  
Establishes and maintains liaison relationships with other county departments and with various outside agencies, groups and concerns;  
Responds to public inquiries, resolves potential problems and addresses pertinent issues;  
Ensures work unit policies, procedures and activities comply with applicable federal/state statutes, regulations and county policy;  
Utilizes an automated information system to monitor, track and present data.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public sector organization and administration;
- research/analysis methodology and techniques and report preparation;
- public relations/public speaking/meeting facilitation;
- laws, regulations, statutes, policies, and procedures (county/state/federal) applicable to work unit;
- computerized data and word processing systems and various applications of automated information systems.

Skill in:

- coordinating project and program activities;
- organizing, coordinating and facilitating meetings and activities.
- communicating effectively, both orally and in writing and preparing reports;
- representing a department or division;
- researching, compiling and analyzing information and making recommendations;
- interpreting and applying statutes, regulations, policies and procedures;
- use of automated information systems to maintain/monitor data and produce documents.

MINIMUM QUALIFICATIONS:                    EITHER:

1. A Bachelor's degree from an accredited college or university in business or public administration, management, or a related field as defined by the appointing authority and two years of professional administrative or managerial experience.

(Additional relevant experience/education from an accredited college or university may substitute)

OR:

2. Four years of experience as an Administrative Specialist or closely related professional administrative classification within Pima County.

(Additional relevant experience/education from an accredited college or university may substitute)

OR:

3. Six years of experience as an Executive Administrative Assistant or closely related paraprofessional administrative/personnel/accounting classification within Pima County.

(Additional relevant education from an accredited college or university may substitute)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.