

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Staff Assistant

JOB CODE: 002165

DATE PREPARED: October 1, 1989

Revised: September 2, 1994

SUMMARY STATEMENT

The Staff Assistant assists a Project Manager, section chief, or related management official in planning, coordinating, and directing a variety of office management functions within a department, section, or similar organizational unit.

DIMENSIONS

The incumbent has remote impact upon the operating budget. The incumbent may have direct supervisory responsibility for nonexempt employees and indirect supervisory responsibility for exempt employees. This position reports to a variety of supervisory personnel.

NATURE AND SCOPE

1. Acts as assistant to a line supervisor to relieve administrative detail;
2. Assists supervision in the administration of personnel policies including requisitioning, transferring, reclassifying, performance evaluating, and terminating procedures applicable to the operating unit personnel;
3. Assists in coordinating safety and security requirements;
4. Directs the preparation and accountability of overtime and staffing requirements of the operating unit;
5. Assists in the preparation, analysis, and fiscal control of operating budgets and/or fund allocations and expenditures;
6. Ensures preparation and submittal of job progress or activity reports to verify accuracy of charges and distribution made to overhead or work order accounts and directs follow-up procedures to correct errors or deficiencies;
7. Reviews and analyzes work order modifications and field costs in work order summary reports to verify accuracy of charges and distribution made to overhead or deficiencies;
8. Directs the timely submittal of equipment timecards and coordinates with the motor pool or Operations Equipment Department regarding equipment status, inventories, and requirements;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Staff Assistant

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management and staff representatives of numerous departments to execute and coordinate office management responsibilities.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of office administration experience which have provided a good working knowledge of administrative policies and procedures.

Staff Assistant

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.