



Special Projects Assistant B

Category: Classified/Excluded
Pay Grade: C55
Job Code: 01477

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs work on a specific project providing assistance to the manager or managers of a specific department or departments of the County; performs duties in conformance with the project; may involve staff work or line operations; performs work under the general supervision of a responsible County official and the incumbent is evaluated based on results of tasks completed; may be appointed to these positions by the Appointing Authority with the concurrence of the Director of Human Resources and without the requirement to establish and hire from an eligible register, however each position must have a job description approved by the Appointing Authority and the Director of Human Resources; will be considered temporary but will not need to have their employment extended by the Personnel Board, will be informed of the beginning date of the employment and the anticipated date that the job will end, and any need to extend the appointment beyond the original date must be approved by the Appointing Authority with the concurrence of the Director of Human Resources.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides assistance to managers in staff or line work relating to the requirement of the project;
- Performs administrative office duties;
- Provides information and resources to all incoming callers and walk ins;
- Maintains and stocks office supplies and delivers support services as needed;
- Opens and closes office as needed;
- Schedules appointments and maintains calendars;
- May send, deliver, distribute, sort, or pick up mail;
- Coordinates the work, activities, or volunteer personnel as needed within the section or department; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Training, education, experience, and other credentials vary by position in order to identify one or more appropriate candidates to perform the tasks and activities relating to a project; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to perform the work as outlined in the project description;
- Ability to receive the public with tact, patience, and courtesy;
- Ability to apply computer applications and software;
- Ability to communicate effectively, both orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitivity to change and responsiveness to changing goals, priorities, and needs.