



STAFF ASSISTANT **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by one year of administrative experience, or an equivalent combination of training and experience.

DUTIES:

- Reviews and analyzes departmental policies and procedures such as recording keeping methods, personnel requirements and performance standards, in order to increase operating efficiency.
- Develops, implements and monitors departmental policies and procedures.
- Coordinates and provides administrative support in departmental operations.
- Develops plans for long-term organizational goals.
- Plans and coordinates management activities to ensure the efficient operation of the executive office; communicates critical matters to appropriate departmental staff.
- Acts a liaison for management at meetings, committees and field assignments as needed.
- Uses a personal computer or related office equipment to prepare reports and correspondence on departmental operations.
- Develops standards and necessary controls to ensure that major departmental plans, policies and procedures are executed.

ANNUAL SALARY: Range: \$50,676 – \$92,592 (annual increases first three years)
Starting: \$50,676; Post successful six-month review \$53,340