

Job Title:	Staff Assistant
Requisition Number:	JO-1510-3741
Grade:	09
Salary Range:	\$45,811.00 - \$58,987.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	10/16/2015 - 10/26/2015
<u>Mr Share</u>	
Staff Assistant	
CS-0301-09	
\$45,811 - \$58,987	

This position is not in collective bargaining unit.

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA) Quality Management Division (QMD). The incumbent will be expected to research, analyze and prepare pertinent data incidental to reports, meetings, special events, and ongoing projects of the office. Examines and develops a variety of background information for use in presenting factual and statistical data for special projects and/or reports.

Collects materials and information for the supervisor's use by contacting appropriate agency officials and other government agencies. Selects, abstracts and arranges material in the order of priority to facilitate supervisor's review.

Responds to inquiries and administrative problems brought to supervisor by staff-members, surrounding State and local governments, outside organizations, and federal agencies. Notifies appropriate staff officials of the need for information or recommendations, and assist in preparing responses or follows up to ensure timely responses by others.

Obtains from office files, records or other sources, various background materials for supervisor's use in preparing correspondence, special reports, meetings, conferences, and telephone conversations. Prepares and presents such material in a format determined to be most acceptable and beneficial.

Participate in the development and/or revision of standard operating procedures for the office which includes reviewing procedures for the office, incorporating procedures issued by the supervisor and providing guidance to other support staff in effecting these procedures.

Manages and controls correspondence and assignments for the office. Tracks correspondence and assignments with the automated system. Monitor due dates and timelines to ensure adherence to established deadlines.

Performs other duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to performing a wide variety of administrative duties that require close association with the full knowledge of the Quality Management Division (QMD).

Specialized experience that includes: serve as the liaison contact for the manager's schedule, meetings, and other organizational activities, independently notifying appropriate parties of decisions, problems or further actions needed.

Education

Minimum requirement: A high school diploma; education and work experience considered.

Non-Union

This position is not in a collective bargaining unit.

Work Experience

Knowledge of grammar, spelling, punctuation and required formats is required.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Work Environment

The work for the most part is sedentary. No special physical demands are required to perform this work. The work is performed in an office setting.