



Job Title: Staff Assistant

Grade: 12

Salary: \$73,906 - \$94,543

Requirements: Possession of a high school diploma/ GED; specialized experience supporting a legal office equivalent to CS-11

Qualifications: Knowledge of automated office systems; ability to conduct research and gather information

**Job Description:**

Collective Bargaining Unit (Union): This position is not in the collective bargaining unit.

This position is located in the Labor Standards Bureau, Compensation Review Board (CRB). The CRB is responsible for providing administrative appellate review of final orders regarding eligibility for workers' compensation benefits. This Staff Assistant is required to perform duties related to the following:

Administrative:

- Conducts reviews of operation of the programs and provides suggestion to the supervisor.
- Prepares responses to inquiries of a Congressional, governmental, and private sector nature.
- Maintains an awareness of current events and daily requirements in which the office is involved.
- Assists supervisor in the development of administrative policies and procedures for the office to facilitate accomplishment on timely basis.
- Develops administrative data for the purpose of the preparing special reports related to the organizational components in DOES.

Document Management:

- Reviews outgoing correspondence and documents prepared for the supervisor's signature for grammatical accuracy, procedural conformity, format compliance, and provision for supporting documents.
- Reads directives and instructional materials pertaining to administrative practices and clerical procedures in order to remain aware of new, revised or amended procedures for such matters as preparation and processing or correspondence, reports and forms, filing, and mail procedures.
- Manages and controls basic management systems for all incoming action documents within the office, including documents controls, report monitoring systems to remind staff of action requirements and timetables, suitable tracking systems, and correspondence review.