

SPECIAL PROJECTS ASSISTANT A

Job Code	Pay Grade
01476	CL55

Nature of Work

This is work on a specific project providing assistance to the manager or managers of a specific department or departments of Pinellas County. An employee in this classification performs duties in conformance with the project. Duties and responsibilities may involve staff work or line operations. Incumbent performs work under the general supervision of a responsible county official and the incumbent is evaluated based on results of tasks completed. Persons 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. Employees in this class will be considered temporary but will not need to have their employment extended by the Personnel Board. The employee will be informed of the beginning date of the employment and the anticipated date that the job will end. 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. Assignments may be intermittent as required by the project. Rate of pay is established by the Appointing Authority with the concurrence of the Director of Human Resources.

Minimum Qualification Requirements

- 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 training, education, and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Provides assistance to managers in staff or line work relating to the requirement of the project.
- Coordinates the work, activities, or volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

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.

For official use only

Revised	EEOC Code	Overtime Code
11/10	TBD	Classified