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# Example of Staff Specialist Job Description

Our growing company is hiring for a staff specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for staff specialist

* Utilize SAP software system to process payments to individuals or vendors
* Perform a variety of complex accounting tasks involved in maintaining financial records and processing related data
* Research issues or disputed items proactively or at the request of customers to ensure timely resolution
* Resolve questions for internal and external customers regarding payment terms as specified in the on-line check requests
* Assist customers with the resolution of a variety of problems, questions or other issues
* Recruit, interview and identify project participants from members of the Duke community and the public
* Compile and analyze information in support of project activities as required
* Provide on-site support, supervision, and direction to Team Leaders (TL’s)
* Participate in activities with students
* In event of medical emergency, consults with TL’s to assess seriousness of situation and necessity of medical treatment

## Qualifications for staff specialist

* Be self-motivated, detail-oriented, and able to collaborate in a team setting
* Possess excellent organizational, technical writing, and verbal communication skills are required along with the willingness to travel overnight and work extended hours in a field setting
* Have a bachelor's degree in environmental science/biology or related science field and experience conducting wetland delineations pursuant to Section 404/10 permits is required
* Candidate must possess strong analytical and problem solving skills and demonstrate proficiency operating GPS and GIS equipment and support software
* Technical specialty
* Demonstrated strength with mathematical skills and ability to pass a KP critical thinking/math test