

## SENIOR ADMINISTRATIVE ASSISTANT (LEGISLATURE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Clerk of the Legislature, an incumbent of this class is responsible for providing administrative and executive secretarial support to the Clerk of the Legislature to contribute to the effective and efficient operation of the department, and to insure that the needs of the County Legislators are met. This includes office management; ordering and requisitioning office equipment and supplies; making arrangements for office repairs and maintenance; making travel arrangements; maintaining records of mileage allowances and other related activities. In addition, responsibility includes executive secretarial support to the Chair, Legislators, assigned Committees of the Board and the Clerk of the Legislature. This includes taking or the typing of recorded minutes at Board and Committee meetings; maintaining and distributing agendas; typing correspondence, legislation, and reports; compiling supportive documentation; maintaining appointment schedules; maintaining office records; and preparing large mailings and responses to correspondence from constituents. This work is often of a highly sensitive and confidential nature requiring discretion and good judgment in handling situations. Supervision may be exercised over lower level, administrative and clerical support staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs various administrative functions to insure the smooth and effective operation of the department, and to relieve the Clerk of the Legislature of details not requiring their personal attention;

Maintains appointment schedules of the Chair and Legislators, as requested;

Prepares and types responses to constituent mail or requests for information and drafts routine correspondence;

Researches and composes proclamations issued by the Board to individuals, groups, business and others in the community to mark an achievement worthy of recognition;

Types and distributes agendas for all regular and special meetings of the Board and Committees, as assigned;

Takes and transcribes or types from taped recordings the minutes of meetings, and maintains files thereof for future reference;

Maintains and up-dates large mailing lists;

Compiles documentation from files relevant to current issues or items under consideration;

Coordinates special mailings or other projects;

SENIOR ADMINISTRATIVE ASSISTANT (LEGISLATURE) (cont'd)

Monitors work flow with other secretarial, administrative and clerical support staff to insure uniformity, timeliness, accuracy and the best utilization of available resources; Takes dictation and/or types correspondence, reports, lists, and other documents; some of which are of a highly confidential and sensitive nature; Maintains detailed records and files; Answers telephone inquiries and routes calls and visitors appropriately; Opens, sorts, and distributes mail; Performs various related administrative and secretarial tasks, as assigned; Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office management and administrative procedures; ability to organize and monitor work flow; ability to take transcription and type; ability to communicate effectively, both orally and in writing; ability to work well with public officials, constituents and the public; sound judgment and discretion in handling sensitive and confidential issues; flexible work schedule; resourcefulness; initiative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and six (6) years of secretarial experience, two (2) of which must have been at the executive/administrative level.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.