

## SENIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative and supervisory work of a complex nature performed under the general direction of an executive head of an agency. Duties are similar to those of an Administrative Assistant, but are characterized by more extensive and complex administrative functions and greater independent responsibility. Supervision may be exercised over a number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Implements policy by issuing appropriate instructions or furnishing information to employees, the public, etc.;

Receives, analyzes and replies to correspondence;

Plans and implements office procedures and routine;

Prepares or supervises the preparation of reports;

Performs a wide variety of administrative functions;

Recommends and discusses new office procedures and methods;

May perform various public relations functions;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and methods; thorough knowledge of the principles and modern practices of office, personnel and fiscal management; good knowledge of the principles and practices of account keeping and budget control; good knowledge of the functions of local government, including functions of departments and public and private agencies; good knowledge of personal computers and office machines; ability to organize, assign, coordinate and review the work of clerical subordinates; ability to understand and carry out complex oral and written directions; ability to communicate clearly and effectively, both orally and in writing; ability to secure the cooperation of others; ability to deal effectively with the public; ability to establish and maintain effective working relationships; aptitude for understanding of departmental organization, functions, laws, policies and regulations; good judgment; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and three (3) years of responsible experience in accounting, billing, finance administration, public administration or business administration or as an office manager performing duties involving the supervision of other employees; or
- b) Associate's degree, and five (5) years of responsible experience in accounting, billing, finance administration,

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public administration or business administration or as an office manager performing duties involving the supervision of other employees; or

- c) Graduation from high school or possession of a comparable diploma and seven (7) years of responsible experience in accounting, billing, finance administration, public administration or business administration or as an office manager performing duties involving the supervision of other employees; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

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.