

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is important office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating non-technical activities of a department or major unit. Work involves responsibility for personally handling administrative details in order to free the time of the administrator for planning, policy making, programming and coordinating. Duties are performed in accordance with general directions regarding objectives, policies and procedures. General supervision is received when conducting administrative studies and liaison work. Recommendations for administrative determinations are subject to review and approval. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists administrative superiors in carrying out specialized services of a department or major unit;
Collects and compiles data and statistics, makes organizational work flow and efficiency studies and makes recommendations for the improvement of procedures and the solution of administrative problems;
Maintains contacts with units within a department and with other public and private agencies to assist in solving mutual problems, develop improved services and public relations;
Secures budget estimate data, makes budget estimate studies, assists in the preparation of the budget and the maintenance of budget control;
Supervises the requisition, purchase, receipt and inventory of departmental supplies and equipment and the processing of related records;
Processes and follows up various types of requests and claims;
Interviews office callers, newspapermen, salesmen, and others and furnishes general information about department functions and activities;
May prepare and process annual state aid applications and complete annual expenditure reports;
May prepare and process reimbursement claims for the department.
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

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

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account keeping and budget control; working knowledge of the functions of local government, including functions of departments and public and private agencies; working 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 two (2) 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 four (4) 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
- c) Graduation from high school or possession of a comparable diploma and six (6) 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) or 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.