

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 the non-technical activities of a department or a major unit. The work involves responsibility for personally handling administrative details in order to free the time of the administrator for planning, policy-making, programming, and coordinating. The work is performed under general supervision. Direct supervision may be exercised over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reads incoming mail, conducts general correspondence, and routes balance to proper official or unit; Processes and follows up on various types of requests and claims; May coordinate and supervise the maintenance of personnel records or other records; May coordinate preparation of payrolls; Secures budget estimate data, makes budget estimate studies, assists in preparation of budget and the maintenance of the budget control; Prepares and modifies grant budgets and quarterly expenditure reports; Interviews office callers, newspaper reporters, sales representatives, etc. and furnishes general information about departmental functions and activities; Maintains contacts with units within a department and with other public and private agencies to assist in solving mutual problems, develop improved services, and maintains public relations; Collects and compiles data and statistics, makes organizational workflow and efficiency studies, and submits recommendations for the improvement of procedures and the solution of administrative problems; Assists administrative superiors in carrying out specialized services of a department or major unit; May include entry, maintenance, and quality assurance of data in multiple computer systems, as well as written records.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures, and methods; Good knowledge of business arithmetic and English; Working knowledge of modern office machines; Good knowledge of the principles and modern practices of office and personnel management; Good knowledge of the functions of local government and of the character of relationships between departments and between public and private agencies; Working knowledge of the principles and modern practices of account keeping and budget control; 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 prepare correspondence and reports; Ability to present oral and written comments and opinions clearly and concisely; Ability to deal effectively with the public; Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; Good judgment in solving complex clerical and administrative problems; Initiative and resourcefulness; Tact and courtesy; Integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and Either:

A. Graduation from a two-year college or university with an associate's degree in Public or Business Management, Business Administration, Office Management or related field; and two years of responsible clerical experience; which shall have included one year of account keeping responsibilities or related work; OR

B. Four years of responsible clerical experience, which shall have included two years of account keeping responsibilities or related work; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 4/24/87; 11/15/94; 8/18/99; 9/29/16; 2/2/21; 4/8/22; 5/11/22; 2/17/23

Reviewed 1/17/02; 1/27/04; 11/2/18; 10/5/20; 1/18/21; 8/4/21; 11/4/22; 2/13/25