

ADMINISTRATIVE ASSISTANT
(Albany City School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for making independent decisions on problems encountered within a delegated scope of activity. Supervision is exercised over a staff of clerical assistants. Work is performed under the general direction of the head of the department who reviews work through conferences and reports for adherence to departmental policies and standards.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Supervises and participates in the keeping of fiscal records and the preparation of vouchers for payment;
- Supervises a clerical staff engaged in processing of personnel records, payrolls, maintenance of files, general correspondence and other records;
- Provides general supervision over recording of expenditures and receipts of an office;
- Requisitions materials and supplies;
- Oversees staff work and maintains specialized accounts and records;
- Participates in staff conferences concerning administrative procedures to be followed in carrying out various programs of the department;
- Assists superiors in planning and administering programs for staff, in office methods and procedures, and other non-technical fields;
- Reads incoming mail and answers general correspondence as required;
- Supervises and expedites the preparation of reports and the maintenance of records through research and review of work;
- Assists in the interviewing of applicants for work and advises superiors on hiring and related personnel matters;
- Trains new employees;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of office management;
- Thorough knowledge of office terminology, procedures and equipment, including personal computers;
- Good knowledge of business arithmetic and English;
- Working knowledge of the principles and practices of public administration;
- Working knowledge of budget, purchasing or contract procedures;
- Working knowledge of the principles of governmental account-keeping and personnel administration;

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- Ability to properly interpret and make decisions in conformance with relevant laws, regulations and policies pertaining to an agency;
- Ability to plan, organize and coordinate the work of a large group of employees performing varied clerical operations and develop and refine office procedures;
- Ability to relate to and communicate with the public, members of the department and representatives of other agencies in a professional manner;
- Ability to keep complex records and prepare reports;
- Courtesy and tact;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years fulltime paid experience in a supervisory capacity in an office environment; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience in a supervisory capacity in an office environment; **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

NOTE: Albany City School District promotional component:

- 1. Two (2) years of full time permanent competitive class status as a stenographer in the Albany City School District; **OR**
- 2. Four (4) years of full time permanent competitive class status as a typist in the Albany City School District.

Revised: 4/19/
2/19/86
10/29/97
6/6/01
1/30/02