

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision by the department head or higher level manager, the incumbent makes independent decisions on problems encountered within a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides support to management with office methods, procedures and other non-technical fields for planning and administering programs;
- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Prepares vouchers for payment;
- Collects agenda items and prepares and distributes agenda for board and committee meetings;
- Requisitions materials and supplies;
- Maintains accounts, receipts and records;
- Prepares and maintains report records through research and review;
- Maintains office calendar and room reservation system;
- Reads incoming mail and answers general correspondence as directed;
- May attend meetings and record minutes;
- May attend staff conferences concerning administrative procedures within the department;
- May develop, maintain and update computerized records containing information required for office programs;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of office management;
- Good knowledge of personal computers and office equipment, such as spreadsheets, word processing, calendar, e-mail and database software;
- Working knowledge of board and committee operations and meeting procedures;
- Working knowledge of research methods and principles of account keeping;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to relate effectively and professionally with co-workers, superiors and the public;
- Ability to present data, reports and comments clearly and concisely;
- Tact and courtesy;
- Good judgment;
- Thoroughness;

- 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 one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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