

Jurisdictional Class: Competitive
Adopted: March 23, 1987
Revised: April 23, 2010

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Department Head or Deputy if one exists by performing various administrative duties. The incumbent performs management functions including, but not limited to, program planning, personnel supervision, fiscal management and reporting, and program evaluation. The work is performed under general supervision with considerable latitude given for the exercise of independent judgment in carrying out assignments. Supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Department Head in the formulation of policies and procedures for administration of varied programs within an agency;

Plans, supervises and coordinates the operating and administrative functions of department programs according to local, state, and federal regulations;

Supervises employees in the maintenance of financial reports, records, and data;

Oversees the collection of fees and various department revenues and the maintenance of related records;

Evaluates ways of organizing office tasks and recommends changes;

Assists in the preparation of the Department's capital and operating budget, and supervises staff in the maintenance and review of budgetary expenditures;

May be responsible for verifying information on abstracts, contracts, vouchers, etc.;

Advises Department staff on appropriate administrative procedures for agency policies;

Supervises personnel transactions, including receiving candidate lists, processing appointments, scheduling job interviews, making recommendations, and maintaining files;

Responsible for the performance evaluations for clerical staff; coordinates performance evaluations for other employees; makes recommendations to the Department Head for training, promotion, discipline, etc.;

May be responsible for monitoring and scheduling employee work, benefits, leave time, etc;

Serves as Department Head's liaison with County Personnel, State and community agencies, legislators, insurers, media, etc.;

Prepares correspondence and reports as required;

Evaluates and makes recommendations to Department Head for needed equipment and supplies, record storage, office space, telephone system requests, etc.;

Has direct and indirect supervision of various staff;

Participates in professional conferences, meetings, and training programs as necessary and may be responsible for preparing or overseeing agendas, backup, and minutes;

May conduct research using internet resources;

May use computer and/or web-authoring programs to write, edit, enter, produce, and prepare reports, graphs, illustrations, publications, pamphlets, etc.;

Performs related work necessary for the efficient execution of administrative functions of the department.

Administrative Assistant

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business mathematics and English;

Working knowledge of accounting principles and application;

Good writing and analytical skills;

Ability to train and supervise employees in office methods and procedures;

Ability to organize and lay out work for others;

Ability to get along well with subordinates and others and to secure their cooperation;

Resourcefulness in the solution of complex administrative problems;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Accounting, Economics or closely related field and two (2) years of administrative or supervisory office or program management experience with a public agency or private business; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Accounting, Economics or closely related field and four (4) years of administrative or supervisory office or program management experience with a public agency or private business; or

(c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of administrative or supervisory office or program management experience with a public agency or private business; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.