



Jurisdiction Class:	Competitive
Civil Division:	All
Adoption by YCCSC:	6/6/1985
Revised by YCCSC:	5/3/1995
Revised by PO:	10/26/2016
Revised by PO:	3/15/2021

## **ADMINISTRATIVE ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for assisting a department head or administrator by expediting, coordinating and interpreting to staff, departmental policies and procedures in administrative matters. The incumbent performs management functions including, but not limited to, program planning, budgeting, reporting and program evaluation in order to free the time of the department head or administrator for planning and policy making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the executive with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Assists in the formulation of policies and procedures for the administration of various programs;  
Assists in planning and administering in-service training programs in office methods and procedures and other non-technical fields;  
Plans and supervises the collection, tabulation and analysis of statistical and financial data;  
Maintains accurate financial records and completes financial reporting documents as required for each funding source, expedites the preparation of reports and the maintenance of records;  
Reviews incoming mail and answers general correspondence;  
Participates in professional conferences and training programs;  
Explains department or agency functions and activities at meetings with civic groups and community organizations;  
Conducts inventory and establishes control system for all agency equipment;  
Performs routine clerical functions;  
Receive, organize and maintain various types of records;  
Operate a personal computer and other standard office equipment, and perform routine equipment tasks.  
Prepare and maintain time records and payroll data;  
May collect fees and account for monies received;  
Provide information in response to telephone or personal requests;  
May serve as receptionist, greeting clients and/or visitors in a courteous and professional manner;  
Performs related work necessary for the efficient execution of administrative functions of the department;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of office management, organizational reporting and communication;  
Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of business arithmetic and English;  
Good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data;  
Working knowledge of computer software programs;  
Ability to organize work;  
Ability to get along well with others and to secure their cooperation;  
Resourcefulness in the solution of complex administrative problems;  
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 with a Bachelor's degree;  
AND one (1) year of administrative or supervisory office or program management experience with a public agency or private business; OR

- b) Graduation from high school or an equivalency diploma; AND five (5) years of office program experience, one (1) year of which shall have been in an administrative or supervisory capacity; OR
- c) An equivalent combination of experience and training as defined by the limits of (a) and (b).