

ADMINISTRATIVE ASSISTANT

Department: Varies
Classification: Competitive
Specification Number: 4740
Approved: 9/16/21
Revised: 3/20/2025 By JG

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree and one (1) year of office administrative experience; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and five (5) years of office administrative experience; or,
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

PROMOTIONAL

Two (2) years of permanent competitive status as a Principal Office Assistant, Principal Account Clerk, Principal Assessment Clerk or Administrative Aide; or,
One (1) year of permanent competitive status as a Chief Office Assistant.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs highly responsible, complex and confidential administrative and clerical tasks in any of a variety of functional areas. Work requires independent judgment and action, and may include planning, assigning and reviewing the work of clerical employees. The employee may act as an assistant to the department head and as a resource person for special projects. The incumbent may also be responsible for the interviewing, hiring, training and supervision of clerical personnel. Work is performed under the supervision of an administrative supervisor and is reviewed through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Performs specialized technical and clerical duties assisting the department head in the operation of the department;

- Recommends departmental procedures and policies and interprets procedures to the clerical staff;
- Acts as liaison with internal and external agencies or individuals on matters of departmental concern;
- Supervises the maintenance of payroll, personnel, supplies and budgetary records;
- Evaluates and updates office procedures;
- Assists in preparing the departmental budget, annual reports and other special reports;
- May supervise clerical personnel and may be responsible for interviewing, hiring and training clerical staff.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of modern office management and organization; good knowledge of the principles and procedures of public administration; good knowledge of modern office equipment and supply requirements; ability to plan, organize and supervise the work of clerical staff in a manner conducive to full performance and high morale; ability to develop and maintain effective clerical training programs; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.