

SENIOR OFFICE ASSISTANT

Department: Varies
Classification: Competitive
Specification Number: 0070
Approved: 10/14/21
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

NOTE: Additional education beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for the above experience on a year-for-year basis.

PROMOTIONAL

Two (2) years of permanent competitive status as a(n): Office Assistant, Office Assistant (Spanish Speaking), Data Entry Operator, Legal Secretary, Medical Records Clerk, Medical Records Clerk (Spanish Speaking), or Switchboard Operator.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of difficult and responsible clerical and typing functions. The principal emphasis of this position is upon the wide variety of clerical tasks performed, which require the application of independent judgment and clerical knowledge. The nature of the work is such that the incumbent may be required to operate a variety of office equipment. Supervision may be exercised over a small number of employees assisting in routine details. Work is performed under general supervision and is reviewed by a supervisor through observation of results, periodic audits of work performed and by advice and assistance on unusual problems. Does related work as required.

TYPICAL WORK ACTIVITIES

Types from copy, rough draft or general instructions, forms, accounting and financial statements, court records, letters, payrolls, receipts, case histories, vouchers, departmental reports, permits or other materials, frequently requiring independent action and discretion on problems encountered;

Checks accuracy and completeness of documents and applications, forms presented for filing, recording, or other administrative action; issues licenses and permits of various kinds; prepares deeds and certificates;

Receives and examines legal instruments such as liens, mortgages and business certificates for compliance with pertinent statutory requirements; supervises the recording, indexing and filing of documents;

Examines payment claims of vendors for accuracy; checks contract claims relating to road construction, sewers and buildings;

Maintains attendance, personnel and payroll records; makes out work sheets; posts assignments;

Prepares requisitions; receives and distributes supplies; keeps perpetual inventory and consumption records;

Composes routine letters and transcribes from recording device or types from rough copy, reports, letters, statements, tabulations, vouchers and legal documents;

Checks and proofreads typed copy, ledgers and other records;

May supervise a small number of clerical personnel engaged in routine clerical duties; may act as principal assistant to a higher-level supervisor.

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of general office terminology, procedures, equipment and clerical techniques; good knowledge of business English, spelling and arithmetic; skill in typing accurately; ability to understand and carry out complex oral and written instructions; ability to make minor decisions in accordance with laws and regulations and to apply these to work problems; ability to assign, supervise and review the work of a small group of clerical personnel in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with co-workers, supervisors and the general public; ability to make arithmetical computations and tabulations accurately and with reasonable speed; physical condition commensurate with the demands of the position.