

# ADMINISTRATIVE AIDE

**Department: Varies**  
**Classification: Competitive**  
**Specification Number: 4730**  
**Approved: 6/15/23**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS:**

### ***OPEN COMPETITIVE***

Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title assists in providing administrative services in areas such as payroll, budget preparation, personnel administration, and office management. Supervision may be exercised over clerical staff. The employee is expected to exercise independent judgment and initiative in carrying out assignments. The incumbent is supervised by a Department head or a Deputy through consultation, conferences and review of written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Compiles and analyzes data on departmental expenditures for use in budget preparation;
- Assists in preparing reports concerning departmental organization, policy and procedures;
- Reviews forms and record-keeping systems used by the department and recommends improvements;
- Monitors the administration of contracts between the department and outside organizations;
- Attends conferences, inter-departmental and public meetings to obtain information for use by department heads;
- Assists in the preparation of required reports to federal and state agencies on departmental programs funded by those levels of government;
- Prepares correspondence in response to inquiries concerning departmental operations and procedures;
- May assume responsibility for overseeing such administrative functions as the processing of purchase requisitions, the maintenance of payroll and budgetary records and the maintenance of personnel files;
- 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.