

ADMINISTRATIVE ASSISTANT

CODE:	6901
DEPARTMENT	Tioga County Departments
CLASSIFICATION:	Competitive
SALARY:	CSEA - Salary grade VII
ADOPTED:	8/95; Revised 6/02, 11/03, 04/09, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This involves responsibility for assisting a department head or administrator by coordinating day-to-day office and administrative functions. Duties include, but are not limited to, program planning, budgeting, fiscal management and statistical record-keeping/reporting. In larger departments, supervision over clerical staff may be exercised. 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 agency programs;
- Plans and supervises the collection, tabulation and analysis of statistical and financial data;
- Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;
- Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
- Secures budget estimates from agency units and prepares preliminary draft of budget request;
- Supervises and expedites the preparation of records and reports;
- Reviews incoming mail and answers general correspondence;
- Participates in professional conference and training programs;
- Explains department or agency functions and activities at meetings with civic groups and community organizations;
- Monitors expenditures to maintain budgetary control;
- Maintains contacts with agency units and other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;
- Verifies and reconciles the departments account balances;
- Types correspondence and performs other projects as assigned by the Director;
- May collect and record payments for fees;
- May review and update employee job descriptions in cooperation with agency head and other supervisors;
- May supervise assigned clerical staff;
- Performs related work necessary for the efficient execution of administrative functions of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting and budgeting; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to plan, assign and review the work of others; ability to understand and carry out complex oral and written instructions; ability to perform close, detail work involving considerable visual effort and strain; good judgment in solving complex clerical and administrative problems; tact and courtesy; physical condition commensurate with the demands of the position.

2. Administrative Assistant

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of full-time paid experience or its part-time equivalent in office management or a senior level clerical position; **OR**
- (b) Graduation from high school or possession of a GED and four (4) years of full-time paid experience or its part-time equivalent in office management or a senior level clerical position; **OR**
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b)