

JUNIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents are responsible for assisting in carrying out administrative details/assignments involved in the operations of a municipality. This is an entry level, non-secretarial, administrative position, involving routine administrative work of limited scope and responsibility, but including coordinating and monitoring phases of projects and/or programs, performing research and compiling information to resolve issues and problems. A limited amount of independent judgment is exercised within established policies and procedures. This is primarily a staff position, but may require supervision of a small number of clerical staff depending on assignment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs a wide variety of administrative activities;

Assembles materials for analysis and makes reports;

Assists in budget preparation and financial control;

Assists in making statistical, financial, procedural and organizational studies;

Assembles financial and statistical data and summarizes such information in graphic and/or report form;

Compiles records of data necessary to the determination of agency policy;

Assists in the development and implementation of office procedures, routines and/or planning the efficient flow of work;

Assists with the administration of grants, request for proposals, and bid requests;

Assists in coordinating activities and communications from the municipality with various departments and outside agencies;

Reviews statistical reports for compliance with applicable laws, rules, regulations, and policies;

Assists in maintenance of financial accounts and may reconcile financial and statistical reports;

Establishes contacts with various department personnel to assist in resolving mutual problems, develop improved services;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May approve requisitions;

May assist in the computerization of specific aspects of various programs;

May prepare correspondence for signature where policy decisions are not required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with modern administrative practices, procedures and equipment; familiarity with fiscal and budgetary practices, purchasing and office management; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to make clear and accurate analyses of facts, figures and processes; ability to present data, reports and comments clearly and concisely; ability to establish and maintain effective relationships with a wide variety of people; tact; courtesy; dependability; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in an administrative support, staff or supervisory capacity** where the primary function of the position was accounting, public administration, personnel administration, financial management or a related field.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a Bachelor's Degree may be substituted on a year for year basis for up to four (4) years of the above stated experience.

**DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.