

OFFICE ASSISTANT - FINANCIAL SUPPORT (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position perform clerical and financial record keeping duties of a moderately complex nature using automated systems, often requiring the exercise of independent judgement. Typically this position is located in an office where the primary function is the performance and carrying out of the fiscal and financial responsibilities of the jurisdiction, e.g. Treasurer's or Comptroller's Office, Finance Department, Tax Receiver's Office, or school district Business Office. The incumbent has contact both with employees of other departments and with the public. Incumbents must be fluent in both the Spanish and English languages, providing interpretive and information services. Supervision is not generally a responsibility of this position but may be exercised over part-time or seasonal clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English languages;

Provides general information, in person and over the phone, about office programs and procedures in both Spanish and English languages or refers person to appropriate party;

Operates an automated software program in order to meet the financial record keeping needs of the office, e.g., enters department budget requests; enters departmental expense and revenue data against appropriate accounts in the budget; generates in-house assessments and tax bills; processes payments and issues receipts;

Enters data into a computer to produce correspondence, forms, reports, statistical information, payroll reports, tax bills, etc.;

Sets up automated filing systems on personal computers for the storage and retrieval of data input;

Maintains or assists in the maintenance of all records and files of the department or function assigned, e.g., vendor files, payroll files, personnel records, general office files, tax rolls, property assessments, etc.;

Receives or assists in opening and processing of incoming mail;

Proofreads and corrects work producing accurate and complete reports;

May, if assigned to receive taxes and assessments, receive payments at a collection window, issue receipts and prepare bank deposits relative to monies received;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of procedures used in the collection of taxes and assessments (depending on assignment); working knowledge of office procedures, equipment, and business English; working knowledge of basic financial record keeping practices and procedures; working knowledge of the capabilities of automated systems equipment to produce various formats such as bills, correspondence, reports, tables, charts, and file storage; working knowledge of the procedures used in carrying out clerical tasks; ability to comprehend written material; ability to learn how to operate a variety of automated systems equipment (i.e., automated typing systems, word processors, microcomputers, word processing software, financial record keeping software) dependent upon assignment; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish language proficiency test; skill in the use of computerized cash drawers, adding machines and/or calculating machines; good judgement; dependability; reliability; accuracy; initiative; 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 two (2) years of clerical experience which must have included the operation of automated financial record keeping systems.

SUBSTITUTION: An Associate's* or Bachelor's* Degree in Business Administration, Accounting, Finance, Economics, or a closely related field, may be substituted for the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Cities of Rye and Peekskill
Special Districts, School Districts
J.C.: Competitive
1b

Job Class Code: 1016
S1016