

SENIOR OFFICE ASSISTANT – MUNICIPAL SERVICES
(Village of Mount Kisco)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform administrative, clerical and record keeping work for a higher level supervisor to ensure the smooth operation of the departments of Public Works, Highway, Sanitation, Water, Sewer, Police, and Parking Authority. This position requires skill in using various computer software applications in compiling statistical information for reports, maintaining automated records and filing systems and compiling information for management needs. The incumbent is responsible for accepting and processing permits and is called upon to assist and coordinate in the verification of various permits prior to their issuance. The Senior Office Assistant – Municipal Services differs from the Senior Office Assistant – Office Manager in that the Senior Office Assistant – Municipal Services position is the sole administrative and clerical support for several departments throughout the village such as Public Works, Highway, Sanitation, Water, Sewer, Parking Authority, and Police. This position is expected to be capable of exercising independent judgment over most matters in each department, particularly when the supervisor is out of the office. Supervision may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates with village departments the receipt, processing, and issuance of various permits for the Village, i.e. excavation, water service taps, tree removal, drainage connection, curb cuts, landfill and backflow connections, etc.;

Receives and responds to calls related to engineering/infrastructure problem in the Village, i.e. pot holes, cracked sidewalks, discolored water; Assigns work to service personnel for investigation and repair;

Coordinates with the Village Engineer and other Village personnel to develop the specifications to obtain bids from vendors for equipment, supplies, and services for the Department of Public Works, Highway Department, Sanitation Department, Water Department, Sewer Department, Parking Authority, and Police Department in accordance with Village procurement policy;

Maintains complete records of the Department of Public Works, Highway Department, Sanitation Department, Water Department, Sewer Department, Police Department, and Parking Authority relative to services, bids and purchases, invoicing and billing process, capital projects, and creates and codes the vouchers for the departmental budget;

Interacts with outside contractors and agencies regarding construction projects and maintenance including Westchester County, New York State Health and Sanitation, Verizon, Con Edison;

Utilizes GIS computer application to respond to mapping inquiries;

Coordinates with contracted operators of the Village's water filtration plant and regulatory agencies with oversight of the Village's public water supply to ensure the efficient and effective continuous operation and delivery of water throughout the Village;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Records water consumption filtration to provide daily and monthly reports, as required;

Prepares draft Annual Water Quality Report in coordination with Village personnel and contracted operators of the Village water filtration plant;

Issues fire alarm permits and administers the collection of fines for false alarms in accordance with the Village Code;

Processes applications and issues permits for taxicab companies and individual cab drivers to operate within the Village in accordance with the Village Code;

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 modern office terminology, procedures, equipment, business arithmetic and business English; good knowledge of basic financial recordkeeping practices; good knowledge of Public Works, Highway, Sanitation, Water, Sewer, Police, and Parking Authority functions, terminology and procedures; ability to understand and carry out oral and written directions; ability to deal effectively with the public; ability to manipulate a standard alphanumeric keyboard at a rate of 35 words a minute; ability to plan, organize and efficiently perform clerical operations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; courtesy; accuracy; dependability; good judgement; 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 four (4) years of office/clerical experience, two (2) of which must have involved the use of computer applications to maintain records, produce correspondence or spreadsheets.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis up to two (2) years of the general office/clerical experience and an additional 30 college credits* may be substituted for one (1) year of the specialized experience using computer applications. Candidates must have at least one (1) year of the specialized office clerical work experience using computer applications as described above.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.