

SENIOR OFFICE ASSISTANT-COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a wide variety of tasks providing staff and office support to the management staff and divisions in the County Executive's Department. Incumbents of this class may also provide staff assistance to county departments or monitor the progress of issues involving other departments, municipalities or the legislative branch. Independent judgment may be exercised occasionally when routine matters are involved, or when clearly defined policies are involved. Supervision is not generally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides staff assistance by assembling data and information, preparing and disseminating informational program materials, compiling budgets, scheduling meetings, providing advice on routine and established County policies, and performing research, etc.;

Performs office support functions by using automated systems to keep time and leave records for the central office; process a variety of departmental requests such as purchase requests and travel authorizations; enter routine financial transactions, and in maintaining an inventory of office equipment and supplies;

As assigned, functions as a liaison to various agencies or individuals on issues of mutual interest;

Compiles statistical and/or other program data;

Drafts correspondence for superiors;

Answers routine inquiries about the department and County of Westchester;

Prepares materials for meetings, conferences, presentations, etc.;

Assembles materials to be used for analysis and preparation of reports and prepares drafts of such reports;

Arranges appointments and meetings and prepares supporting materials, as needed;

Enters, analyzes and retrieves data using a computer terminal;

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

Compiles drafts of memos, correspondence, specifications and reports as needed;

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of administration, statistics and office management; ability to follow oral and written instructions; ability to compile program and statistical data; ability to get along well with others; ability to communicate effectively both orally and in writing; ability to 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 functions of the position; thoroughness; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and three years of clerical, secretarial, or staff support experience.

SUBSTITUTION: Satisfactory completion of 30* credits towards a Bachelor's Degree* may be substituted on a year for year basis for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department 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.

West. Co.
J.C.: Competitive

DRC3

Job Class Code: C0983
H0249

J.G.: VII