

ASSISTANT ADMINISTRATIVE AIDE -COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in sensitive and highly confidential administrative and programmatic support operations of the County Executive's office and provides support services to the County Executive, Deputy County Executive, and other members of the executive management staff, as assigned. A high degree of confidentiality must be maintained in dealing with important and sensitive issues. This classification differs from the Junior Administrative Aide-County Executive in that this position performs more complex functions with greater independence of action within the area of assignment. Supervision over clerical staff may be required. Does related work as required.

EXAMPLES OF WORK:

Maintains a computerized tracking program for correspondence received and disseminated by the County Executive's Office, including confidential correspondence to and from the County Executive;

Works daily with the County Executive, his managers and cabinet members, to ensure that correspondence is properly received, handled and responded to in a timely fashion;

Provides regular back-up support services to the secretaries of the County Executive and Deputy County Executive;

Develops and maintains various mailing lists on computerized system;

Maintains computerized and manual records and files, supplying needed information to management staff in the County Executive's Office;

Assembles data and material in support of reports, proposals, grants, etc.;

Supervises office clerical functions, including all systems and procedures which deal with the reception desk, the scheduling of conferences, and the directing of individuals to appropriate office or services;

Maintains inventory control over office equipment and supplies and prepares requisitions as needed;

Receives visitors to the Office including public officials and agency representatives;

Oversees the maintenance of files that may be of a confidential nature;

Performs routine administrative support functions, as assigned;

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

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices and procedures and of office support services; good knowledge of office record keeping; skill in the use of automated office technology; ability to communicate effectively both orally and in writing; ability to understand and carry out complex oral and written directions; ability to deal effectively with the public officials and managers; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; initiative; neat personal appearance; flexibility; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or general equivalency diploma and four years of office experience, two of which involved the use of automated office equipment to produce reports.

SUBSTITUTION: Satisfactory completion of 30 credits* 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 recognized or accredited 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.