

JUNIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position exercises administrative judgment in the interpretation and application of established policies and procedures, and may recommend appropriate changes as a result of the completion of an assignment, study or project. The incumbent is responsible for exercising independent judgment in relieving principals of administrative details. This is primarily a staff position, which may require the supervision of a small number of clerical staff depending upon the assignment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assembles information for departmental annual reports;

Assists in budget preparation and financial control;

Represents superior(s) in contacts with the public or other department heads or representatives;

Assists in making statistical, financial, procedural, and organizational studies by compiling source materials and performing research, as needed;

Assembles financial and statistical data for analysis and summarizes such information in report form;

Maintains records and makes analyses of departmental commitments and obligations;

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

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

Prepares personnel transactions, forms and reports in support of managerial action;

Prepares time and attendance reports and payroll records;

Prepares purchase requisitions and maintains inventory control over office equipment and supplies;

Maintains contact with vendors and service representatives to ensure that supplies and equipment are in stock and properly maintained;

Maintains confidential files;

Assists in planning the efficient flow of work;

Prepares correspondence for signature where policy decisions are not required;

Acts as liaison within and between departments and with the public as necessary;

May assist in the revision and application of public information policies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May conduct recruitment and selection procedures to ensure appropriate staffing levels are maintained with the most qualified candidates and conducts advertising campaigns for difficult to recruit positions;

May supervise the canvassing of eligible lists and interview candidates for appointment;

May assist in the release of periodic and special information to the local and area news media;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of administration, office management and personnel management; knowledge of research methods; ability to write reports and present clear, concise and factual reports; ability to deal effectively with the public and local media; ability to communicate effectively, both orally and in writing; ability to independently carry out complex staff or administrative assignments; ability to establish and maintain working relationships with a wide variety of people; ability to communicate clearly, both orally and in writing; 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; initiative; courtesy; tact; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and five years of experience where the primary function of the position was in a staff or administrative support capacity, or where the primary function of the position was supervision of clerical positions.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the above stated experience. Satisfactory completion of 30 credits towards a Master's Degree* in business or public administration or political science may be substituted for one year 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.

NOTE #1: Experience obtained as an Intern in public administration may be substituted for up to one year of experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.