

JUNIOR STAFF ASSISTANT - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position provides staff support in an assigned area of program implementation, participating in various functions involving current public issues being addressed in an area of County Executive's Office providing research, community relations, public relations, human development, senior services, youth services, handicapped services, etc. This is the entry level in this series and differs from Staff Assistant in that the latter performs more complex functions with greater independence of action within the area of assignment. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with the compilation of data and the preparation and distribution of informational material concerning available county facilities, programs and services;

Conducts research activities and compiles statistics, cost figures, service indicators and other data related to an assigned subject;

Receives, reviews and prepares responses to inquiries and requests for information addressed to the County Executive by the public;

Maintains detailed records and files of unit activities;

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

Participates in the development and implementation of programs and services, providing clerical and administrative support functions;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of public administration and office management; clerical aptitude; ability to maintain records and files; ability to understand and carry out complex written and oral instructions; ability to communicate effectively both orally and in writing; ability to get along well with others and communicate effectively with the public; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; initiative; tact; courtesy; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) two years of experience involving personnel, statistics, budget, finance, research, community service, public relations, general administrative, or office work; or (b) satisfactory completion of 60 credits*; or (c) satisfactory completion of a two year post high school business course; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Education of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive
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Job Class Code: C0593
Job Group: VI