

## OFFICE ASSISTANT (BUDGET)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Executive Secretary to Budget Director, incumbents of this class perform a wide variety of tasks providing clerical/office support to the professional staff of the Budget Office involving the maintaining of budget records and files as well as providing clerical assistance specific to the preparation and monitoring of the budget. Independent judgment may be exercised occasionally, when routine matters, or when clearly defined policies are involved. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains records and filing system, supplying information from same to authorized personnel;

Screens telephone calls and visitors for the professional staff;

Provides clerical support for the professional staff including the processing of forms and data entering information into an automated system;

Insures that appropriate approvals are secured and communicated on budget forms such as vacancy releases and position certifications;

Compiles data for various statistical reports;

Assists in maintaining the supply inventory;

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

Maintains records and files with specific attention to those subject to State regulatory agency audit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures, terminology, and equipment; good knowledge of business English; ability to follow complex oral and written instructions; ability to comprehend written material; ability to get along well with others; thoroughness; accuracy; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma and either (a) four years of clerical experience, one year of which must have involved budget or financial record keeping; or (b) satisfactory completion of 30 credits\* at a recognized college or business school may be substituted 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.

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Job Class Code: C1974  
Job Group: VI