

## SENIOR OFFICE ASSISTANT (PARKS, RECREATION AND CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent supports the work of departmental management, responding to public inquiries and performing support services associated with office procedures and record keeping. The position requires the exercise of judgment within the framework of clearly defined policies. The incumbent will have substantive contact with a variety of persons, including both officials and the general public. The incumbent may supervise and summer employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Compiles data for use in preparing requests for state aid or reimbursement, and other reports as required;

Provides information to the public on programs, services and facilities;

Processes registrations and prepares reports as required;

Provides general administrative support service to enhance the operation of the Parks Department;

Performs various field assignments, as assigned;

Performs administrative support and clerical tasks including typing correspondence and reports, and duplicating material;

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 the use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to communicate clearly and effectively, both orally and in writing; ability to work effectively with the public; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\*; or (b) a high school or equivalency diploma and four years of clerical and/or administrative support experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

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

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment.

\*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.