

SENIOR OFFICE ASSISTANT (PLAYLAND)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs support functions at Playland Amusement Park. An incumbent performs a variety of complex clerical and administrative support tasks to ensure the efficient operation of an assigned office. These tasks may be in personnel, financial management, public information and marketing, or general management, involving the maintenance of detailed records and the preparation of reports, using an automated information system. Independent action in the performance of these tasks is a key element in order to relieve higher level administrators and managers of details not requiring their personal attention, and to ensure the smooth and effective operation of the park, particularly in preparation for and during the height of the operating season. Supervision may be exercised over lower level clerical staff and summer employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs general administrative support functions to ensure the effective operation of the Park in compliance with County and Departmental procedures:

Prepares detailed reports in required format from internal records and other documents, using both manual and automated systems, in compliance with reporting requirements;

Responds to inquiries concerning procedural issues and provides assistance in processing appropriate forms or in making appropriate contacts to expedite management objectives;

Maintains detailed time and attendance records of Playland employees, processes personnel and payroll transactions, and maintains personnel records;

Conducts interviews and participates in the selection and training of seasonal workers;

May participate in writing and preparing public information material;

May participate in scheduling and coordinating special events at the Park;

Monitors and audits various accounts to ensure adequate funds for operational and staffing expenditures;

Participates in audits and evaluations of operating procedures, particularly those involving cash receipts, to ensure their effectiveness and the most productive use of available resources;

Monitors service contracts to ensure compliance to terms and conditions, and processes approvals for payment of claims in accordance with agreements;

Sets up and maintains complex records and filing systems to properly document administrative or operational functions;

Screens all incoming mail, and either prepares responses or routes it to appropriate staff;

EXAMPLES OF WORK: (Illustrative Only)

Prepares routine correspondence related to assigned procedures;

Processes appropriate forms associated with assigned procedures;

Plans, assigns and ensures completion of the work of clerical staff;

Answers telephone and responds to requests for information, directing inquiries to appropriate staff member;

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 principles and practices of office management and administrative support; good knowledge of office record keeping practices; 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 others; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; accuracy; resourcefulness; good judgement; initiative; neat personal appearance; 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 clerical experience, one of which must have included the use of automated systems.

SUBSTITUTIONS: Post secondary education (college) may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of four years.

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 NOTE: Education beyond the secondary 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.

West. Co.
J.C.: Competitive
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