

SENIOR OFFICE ASSISTANT (STAFF OPERATIONS - C.E.)

GENERAL STATEMENT OF DUTIES: Performs a variety of staff work associated with the operations of the County Executive's Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a wide variety of tasks providing staff support to the management staff of the Department. The incumbent in this class may also provide staff assistance to independent boards and commissions or monitor the progress on issues jointly involving other departments, municipalities or legislative branch. Independent judgment may be exercised occasionally when routine matters are involved, or when clearly defined policies are involved. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Provides staff assistance in the form of advice on established County policies and research to independent boards and commissions;

As assigned, functions as a liaison to local governments on issues of mutual interest;

Compiles statistical and/or other program data;

Drafts correspondence for superiors;

Answers routine inquiries about the department and County of Westchester;

Monitors communications between the Department and Board of Legislators;

Prepares materials for meetings of Boards and Commissions;

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

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

Enters, analyzes and retrieves data using a computer terminal;

Compiles drafts of memos, correspondence, specifications and reports as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of administration, statistics and office management; ability to follow oral and written instructions; ability to compile program and statistical data; ability to get along well with others; ability to communicate effectively both orally and in writing; thoroughness; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree*.

*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.