

SENIOR STAFF ASSISTANT - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position plans, develops and coordinates new programs and policies within the area of assignment such as youth services, senior services, public relations, personnel, research, etc., which may involve working with outside organizations and agencies. This is a lead position which may involve the supervision of various projects and the assignment of clerical support in related work activities. This level is distinguished from the lower level Staff Assistant, in that planning, developing and coordinating functions are involved in the accomplishment of assigned projects. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents superior in contacts with the public, county departments, or outside agencies;

Plans and organizes clerical and administrative work projects;

Supervises and performs clerical work studies in one or more areas such as statistical, financial, procedural, and/or organizational;

Charts statistical and financial data and summarizes it in graphic form;

Reviews and analyzes statistical reports for utilization of data for public relations purposes;

Prepares procedures manuals;

Provides information as to a particular program or procedure either over the counter or on the telephone;

Handles incoming and outgoing mail independently;

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: Comprehensive knowledge of the principles and practices of administration, office management, and personnel management; ability to conduct clear and accurate analysis of facts, figures, and practices; ability to carry out varied administrative assignments independently; ability to become familiar with and adapt to laws, regulations, policies, practices, etc. with ease; ability to plan and supervise the work of others; ability to present data, reports and comments clearly and concisely; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree* and two years of experience in personnel, budget, finance, statistical research, secretarial support, or general office administration/support, management or supervision; or (b) completion of two years of post high school education and four years experience as indicated in (a); or (c) graduation from a standard high school and 6 years experience as indicated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

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