

## STAFF ASSISTANT (SUPPORT SERVICES - COUNTY EXECUTIVE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the administrative operations of the County Executive's office and provides executive support services to the County Executive, Deputy County Executive, Director of Management and Operations and Director of Government Relations. A high degree of confidentiality must be maintained in dealing with important and sensitive issues. Supervision over clerical staff may be required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides daily support to the County Executive, his managers and cabinet members, in areas such as scheduling, maintenance of specialized correspondence systems, conference planning, and office systems maintenance; Develops and maintains computerized and manual records and files, supplying needed information to management staff in the County Executive's Office;

Prepares reports for the County Executive and Deputy County Executive with regard to the status of official correspondence, including confidential correspondence;

Assists in the proper receipt, handling and response to all correspondence received by the County Executive;

Supervises office clerical functions, including all systems and procedures which deal with the reception desk, the scheduling of conferences, and the directing of individuals to appropriate office or services;

Maintains inventory control over office equipment and supplies and prepares requisitions as needed;

Oversees the maintenance of files that may be of a confidential nature.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices and procedures and of office support services; thorough knowledge of English, spelling, grammar and punctuation; good knowledge of advanced automated office systems, software and equipment, including word processing software and equipment, electronic mailing systems, hyper-tech conversions, etc; good knowledge of office record keeping; 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 the public officials and managers; tact; initiative; neat personal appearance; flexibility; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or general equivalency diploma and either (a) six years of secretarial experience, two of which involved the use of word processing equipment and two of which must have included working with the public or clients; or (b) graduation from a secretarial or business school and four years of secretarial experience including two years of word processing experience and two years working with the public or clients; or (c) a satisfactory equivalent combination of training and experience.

\*SUBSTITUTIONS: College credits may be substituted for experience at the rate of thirty credits per year of required experience. There is no substitute for the two years of specialized 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.