

STAFF ASSISTANT (SUPPORT SERVICES – PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the administrative operations of the Department of Planning, with particular emphasis on the operations of the Section 8 Rental Assistance Program, and provides support services to the Commissioner and the Director of the Section 8 Rental Assistance Program by acting as a liaison to the public, officials, and program participants, including landlords and attorneys. Supervision may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides daily support to the Commissioner of Planning and the Director of the Section 8 Rental Assistance Program, professional and technical staff by performing a variety of administrative support functions;

Serves as a departmental liaison to the general public, attorneys and landlords in matters relating to the Section 8 Rental Assistance Program;

Compiles and prepares various reports and works on special projects and studies relating to the Section 8 population;

Assists in the proper receipt, handling and response to correspondence relating to municipal planning initiatives received by various officials and constituents, with particular emphasis on the Section 8 Rental Assistance Program;

Responds to questions from the public on various planning processes relating to rental assistance;

Attends inter-municipal Planning seminars, conferences and meetings to provide administrative support as requested;

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 modern office practices and procedures and of office support services; good knowledge of English, spelling, grammar and punctuation; 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 the public; 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; 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

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J.C.: Competitive
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Job Class Code: C3127
J.G.: VIII