

JUNIOR ADMINISTRATIVE ASSISTANT
(School Districts)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents are responsible for assisting in carrying out administrative details and assignments involved in the operations of a major department with district-wide responsibilities in a school district. This is an entry-level, non-secretarial administrative position involving routine administrative work of limited scope and responsibility but includes coordinating and monitoring phases of projects and/or programs, and performing research and compiling information to resolve issues and problems. A limited amount of independent judgment is exercised in the interpretation and application of established policies and procedures. This is primarily a staff position, but may require supervision of a small number of clerical staff, depending on assignment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs a wide variety of administrative activities of an assigned administrative operation in a large or major department of a school district;

Assembles materials for analysis and makes reports;

Assists in budget preparation and financial control;

Assists in making statistical, financial, procedural and organizational studies;

Assembles financial and statistical data and summarizes such information in graphic and/or report form;

Compiles records of data necessary for the determination of agency policy;

Assists in the development and implementation of office procedures, routines and/or planning for the efficient flow of work;

Reviews statistical reports for compliance with applicable laws, rules, regulations, and policies;

Assists in maintenance of financial accounts and may reconcile financial and statistical reports;

Establishes contacts with various department personnel to assist in resolving mutual problems and developing improved services;

Maintains detailed student records and files, insuring that they are kept confidential, current and meet legal and reporting requirements;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May ensure all teachers are current with necessary certification;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May prepare time and attendance reports and payroll records;

May prepare personnel transaction forms and reports in support of managerial action;

May approve requisitions;

May assist in the computerization of specific aspects of various programs;

May prepare correspondence for signature where policy decisions are not required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of modern administrative practices, procedures and equipment; working knowledge of fiscal and budgetary practices, purchasing and office management; ability to make clear and accurate analyses of facts, figures and processes; ability to present data, reports and comments clearly and concisely; ability to establish and maintain effective relationships with a wide variety of people; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; courtesy; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience where the primary function of the position was in a staff or administrative support capacity†, including or supplemented by one (1) year of work experience in a school or educational setting.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four (4) years of the above stated experience. There is no substitution for the one (1) year of experience which must have been in a school or educational setting.

†DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review or department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.