

JUNIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents are responsible for assisting in carrying out administrative details/assignments involved in the operations of a municipality. This is an entry level, non-secretarial, administrative position, involving routine administrative work of limited scope and responsibility, but including coordinating and monitoring phases of projects and/or programs, performing research and compiling information to resolve issues and problems. A limited amount of independent judgment is exercised within 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;

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 to the determination of agency policy;

Assists in the development and implementation of office procedures, routines and/or planning 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, develop improved services;

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

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: Familiarity with modern administrative practices, procedures and equipment; familiarity with fiscal and budgetary practices, purchasing and office management; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; 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; 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 in an administrative support, staff or supervisory capacity where the primary function of the position was accounting, public administration, personnel administration, financial management or a related field.

SUBSTITUTION: A Bachelor's Degree* may be substituted for four (4) years of the experience described above.

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.