



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Administrative Assistant**
Jurisdictional Class: Competitive
Civil Division: County Departments, County Schools, Cayuga Community College,
BOCES, Seymour Library
Adoption: CSM 7/26/77
Revised: CSM 9/9/86, 10/14/86, 1/14/98, 5/13/98, 10/21/98, 8/14/02, 6/13/12; 11/8/17; 8/10/21

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for assisting a department head or administrator by performing various administrative duties. The incumbent performs management functions including, but not limited to, fiscal management and reporting program evaluation. This work is performed under general supervision with considerable latitude given for the exercise of independent judgment in carrying out assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists superiors in the formulation of policies and procedures for the administration of various programs;
Plans and supervises the collection, tabulation and analysis of statistical and financial data;
Advises department personnel on appropriate administrative and budgetary procedure;
Maintains calendar for administrator including meetings and appointments;
Reads incoming mail and may answer general correspondence and maintains a pending file of routed materials that require a response;
Receives and responds to telephone, electronic and relay messages;
Uses a data entry keyboard or micro-computer to enter and retrieve data from computer files;
Utilizes data processing and word processing equipment to record information and prepare correspondence, memoranda, and reports;
Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
Confers with superior on departmental policy and operation;
Maintains confidential and regular correspondence files;
May take minutes of and prepare agenda for regular and special board or committee meetings;
May supervise the work of other employees;
May interview clerical applicants for work and advise superiors on hiring procedures and related personnel matters;
Orients and trains new employees;
Assists the administration with the tracking of personnel evaluation reports and maintains personnel files for the same;
Verifies completed payroll and time records to ensure accuracy;
Maintains check/cash receipt or disbursement ledgers;
Keeps office inventory records and orders to maintain sufficient inventory levels;
Maintains office logs to track certain areas for administration (i.e. transmittals, toll calls, travel expenses, etc.)
May independently prepare letters, news releases, and speeches for the administration;
May arrange for conferences, workshops, and professional development activities for the agency by making arrangements for the administration;
Performs related work necessary for the efficient execution of administrative functions of department;
May perform management functions including but not limited to: supervision of front and back office staff and functions, overseeing and troubleshooting EMR software, high level administrative duties related to the Legislature and the local government unit, program evaluation and other LGU related functions;
May oversee contracts and contract agencies reporting;
May sit on management Team, formulate department wide process and procedures, and implement them.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, including the knowledge of personnel methods and procedures, organization reporting and communication, and supervisory principles and techniques;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business arithmetic and English;

Good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data;

Working knowledge of computer terminology and ability to learn software programs;

Ability to organize work;

Ability to get along well with others and to secure their cooperation.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree in accounting, business administration, public administration or closely related field and one year of administrative or supervisory office or program management experience with a public agency or private business; **OR**
- (B) Graduation from a regionally accredited or New York State Registered two year college or university with an Associate's degree in accounting, business administration, public administration or closely related field and three years of administrative or supervisory office or program management experience with a public agency or private business; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five years of administrative or supervisory office or program management experience with a public agency or private business; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).