



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: Administrative Services Specialist
Jurisdictional Class: Competitive
Civil Division: Cayuga Community College
Adoption: 4/21/20
Revised:

DISTINGUISHING FEATURES OF THE CLASS:

The Administrative Services Specialist performs confidential, complex tasks in support of executive-level professionals in multiple areas. The incumbent will interface with supervisors and provide back-up position support in multiple college functional areas including Human Resources, Finance, Administration, Payroll and Accounts Payable. Considerable latitude is given for the exercise of independent judgement in carrying out assignments. Duties include research and preparation of confidential materials for executive-level professionals, disseminating information regarding policies and practices, fielding telephone calls and complaints, receiving and directing visitors, word processing, creation of spreadsheets and presentations. The Administrative Services Specialist will possess superior interpersonal skills, and have extensive software skills, internet research abilities and strong communication skills. Irregular hours may be required. Some travel to the Cayuga Community College Fulton campus may be required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates human resources data using the college Banner operating system and other IT applications;
Shares in maintenance of various statistical reports, personnel data, confidential records and job descriptions;
Provides assistance in the management of the employee fringe benefit programs;
Assists in the administration of the employee retirement benefit programs (NYSTRS, NYSERS, and TIAA-CREF);
Assists in maintaining worker's compensation files and documents necessary injury reports;
Acts as liaison with NYS Department of Labor regarding unemployment claims;
Shares in maintenance of database for job searches; corresponds with candidates;
Assists the administration with the tracking of personnel evaluation reports and maintains personnel files for the same;
Coordinates response to financial inquiries from lending institutions for employees;
Orients and trains new employees;
May handle first level consultations to resolve employee relations issues;
Answers telephone calls, makes transfer connections to appropriate offices and takes messages;
Performs other functions as assigned by the Director of Human Resources;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Provide the Chief Financial Officer and other staff with a variety of support as necessary;
Operates duplicating and/or scanning equipment in completing assignments;
May assist with processing incoming and outgoing mail and operate mailing machine;
Assists with processing purchase orders from budget department heads and checks for accuracy;
May provide assistance with all payroll functions including preparation of required data for the processing of payroll, verification of computer reports, and salary deductions (both mandated and voluntary);
Assists with gathering documentation for reimbursement on capital projects and grants;
Assists in assembling the annual budget documents;
May attend meetings and take notes;
Assists with special projects;
Other duties as Assigned by the CFO.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of Human Resources laws, rules and practices;
Good knowledge of methods and procedures used in record maintenance, payroll certification and the processing of personnel transactions;
Demonstrate strong computer experience in Banner, Microsoft Office including Access and Excel required;
High degree of organizational and interpersonal skills required;
Mature judgment, tactfulness and discretion of the highest degree in handling confidential matters.

MINIMUM QUALIFICATIONS:

- (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 (1) 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 (3) years of administrative or supervisory office or program management experience with a public agency or private business; **OR**
- (C) Graduation from a high school or possession of a high school equivalency diploma and five (5) 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).