



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **ADMINISTRATIVE AIDE**
Jurisdictional Class: Competitive
Civil Division: Emergency Management Office
Adoption: CSM 2/9/94
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position involving responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the position is characterized by substantial contact with agency staff and students and to explain program services, requirements, etc., by managing complex records systems and by assisting agency and office staff in the performance of the more routine, less difficult and highly structured tasks required of these higher level positions. The work is performed under the general supervision of the Director of Emergency Services within the framework of clearly defined guidelines and instructions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides information over the phone and to visitors on program services and requirements, may schedule appointments or assist individuals in applying for and receiving services, explains procedures and program processes;

Compiles data and background material to assist in various administrative/professional activities;

Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;

Schedules and arranges conferences, training, meetings, special events, etc.;

May assist in setting up and taking down exhibits, displays and similar materials;

Assists professional staff in analyzing, evaluating and developing methods, procedures, forms, applications, etc.;

Acts as liaison officer between the State Division of Safety, County Legislature, New York State Department of Health, County EMS Advisory Board, various fire departments within the County, and other County officials;

Maintains County inventory of equipment and materials;

Maintains an active and accurate ledger of all financial transactions, keeping necessary records of incoming, outgoing, and outstanding monies;

Overall responsibility for the administrative and fiscal aspects of all training programs;

May compose correspondence in response to routine inquiries and issues;

Prepares a variety of reports related to work;

May type lists, forms, statistical data, etc.;

May take meeting minutes by shorthand, longhand, or tape and transcribes them for the permanent record;

Distributes agency mail and notifies staff of meetings, events, and training;

Aids with agency budget preparation by gathering data and compiling figures;

Assists with agency training activities by collecting data, assembling and distributing materials and supplies;

Secures training facilities for agency staff and students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and methods;
Good knowledge of the policies, procedures, rules, and regulations governing the operation of the agency to which assigned;
Working knowledge of the agency's programs, objectives, and goals;
Ability to compile data and information;
Ability to prepare and maintain records and reports;
Ability to communicate effectively;
Ability to establish a rapport with others for the purpose of obtaining or conveying information;
Ability to assist in reviewing and evaluating program procedures, methods, forms, etc.;
Ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one year of clerical or administrative experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three years of clerical or administrative experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.