

**ADMINISTRATIVE ASSISTANT**

**TOMPKINS COUNTY**

**Department** M.Health; DSS; TC3; P.Works; BOCES

**Classification** Competitive

**Labor Grade** L (12) TC3: J

**Approved** June 22. 1970

**Revised** 4/79; 9/80; 8/85; 5/91; 3/98; 1/03; 3/03; 10/9; 11/03

**By** HH, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management and statistical record-keeping/reporting. Work is performed in accordance with policies and objectives outlined by the executive with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Super-vision is exercised over the work of subordinate clerical staff. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the formulation of policies and procedures for the administration of various agency programs;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;

Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;

Secures budget estimates from agency units and prepares preliminary draft of budget request;

Supervises and expedites the preparation of records and reports;

Reviews incoming mail and answers general correspondence;

Participates in professional conference and training program;

Explains department or agency functions and activities at meetings with civic groups and community organizations;

Monitors expenditures to maintain budgetary control;

Maintains contacts with agency units and other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;

Reviews and updates employee job descriptions in cooperation with agency head and other supervisors;

Supervises assigned clerical staff;

Performs related work necessary for the efficient execution of administrative functions of the agency.

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## ADMINISTRATIVE ASSISTANT (CONT)

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration of various agency programs;  
Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of business arithmetic and English;  
Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;  
Ability to handle routine administrative details independently, including the composition of letters and memoranda;  
Ability to plan, assign and review the work of others;  
Ability to understand and carry out complex oral and written instructions;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Good judgment<sup>5</sup> in solving complex clerical and administrative problems;  
Tact and courtesy;  
Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree and two years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree and four years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and six years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position; **OR**
- (d) Any equivalent combination of training and experience as described in (a) and (b) above.