

Department: In all Civil Divisions
Classification: Competitive
Grade: 9

SPEC DISK F2
DOCUMENT 57

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a department head by expediting, coordinating and interpreting to staff, departmental policies and procedures in administrative matters. This is important administrative work, the primary purpose of which is to free the time of the department head for planning and policy-making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the executive, permitting the employee wide leeway for the exercise of independent judgment in applying policy to specific cases. Employee has responsibility for interpreting departmental policies to staff, and for training and supervising employees in work other than that of a technical nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists supervisors in planning and administering in-service training programs for staff, in office methods and procedures and other non-technical fields;
Plans and supervises the collection, tabulation and analysis of statistical and financial data;
Supervises and expedites the preparation of reports and the maintenance of records;
Reads incoming mail and answers general correspondence;
Interviews applicants for work and advises superiors on hiring and related personnel matters;
Orients and trains new employees;
Confers with superior on departmental policy and operation;
Schedules periodic staff conferences for entire departmental personnel;
Prepares special studies on the operations of the department and makes confidential investigations as required by officials;
Performs related work necessary for the efficient execution of administrative functions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, including a 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; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and to secure their cooperation; pleasing personality and appearance; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Town of North Elba: Candidates must have completed four (4) years of permanent competitive status in an entrance

level clerical position.

OPEN COMPETITIVE: Either:

- (a) Graduation from a regionally accredited college or university with a bachelors degree in accounting, business, public administration, or related field and one year of paid office experience in a public or private business.
- (b) Graduation from a recognized college with an associate degree in accounting, business, public administration, or related field and three years of paid experience as defined in (a).
- (c) Graduation from high school or equivalency and five (5) years of paid experience as defined in (a) above.
- (d) An equivalent combination of training and experience as defined by the limits of a, b, or c above.

REVISED 09/24/2010