

ADMINISTRATIVE ASSISTANT
(Albany City School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for making independent decisions on problems encountered within a delegated scope of activity. Supervision may be exercised over a staff of clerical assistants. Work is performed under the general direction of the head of the department who reviews work through conferences and reports for adherence to departmental policies and standards.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides support to management with office methods, procedures and other nontechnical fields for planning and administering programs;
- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Supervises and participates in the keeping of fiscal records and the preparation of vouchers for payment;
- Supervises a clerical staff engaged in processing of personnel records, payrolls, maintenance files, general correspondence and other records;
- Provides general supervision over recording of expenditures and receipts of an office;
- Collects agenda items and prepares and distributes agenda for board and committee meetings;
- Requisitions materials and supplies;
- Maintains specialized accounts and records;
- Participates in staff conferences concerning administrative procedures to be followed in carrying out various programs of the department;
- Assists superiors in planning and administering programs for staff, in office methods and procedures, and other non-technical fields;
- Reads incoming mail and answers general correspondence as required;
- Supervises and expedites the preparation of reports and the maintenance of records through research and review of work;
- Assists in the interviewing of applicants for work and advises superiors on hiring and related personnel matters;
- Trains new employees;
- Enters and retrieves information in an automated information system;
- Performs related work as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of office management;
- Thorough knowledge of office terminology, procedures and equipment, including personal computers;
- Good knowledge of business arithmetic and English;

- Working knowledge of the principles and practices of public administration;
- Working knowledge of budget, purchasing or contract procedures;
- Working knowledge of the principles of governmental account-keeping and personnel administration;
- Ability to properly interpret and make decisions in conference with relevant laws, regulations and policies pertaining to an agency;
- Ability to plan, organize and coordinate the work of a large group of employees performing varied clerical operations and develop and refine office procedures;
- Ability to relate to and communicate with the public, members of the department and representatives of other agencies in a professional manner;
- Ability to keep complex records and prepare reports;
- Courtesy and tact;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree (or higher); OR
- B) Possession of an Associate's Degree and two (2) years full-time paid experience in an office environment; OR
- C) Graduation from high school or possession of a high school equivalency diploma with four (4) years full-time paid experience in an office environment; OR
- D) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 10/29/1997
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