

JUNIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing routine administrative and clerical tasks in a County department. The incumbent performs clerical, record keeping and receptionist duties under the direct supervision of a more senior employee. Supervision may be exercised over lower level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists clerically in the operation of the department;  
Assists in the coordination, administratively, of the functions of the department with other departments;  
Assists in the preparation of budgetary requests and other financial matters of the department;  
Provides routine technical assistance and acts in an advisory capacity on varied matters;  
Participates in preparing and maintaining financial, statistical, personnel and other records;  
Assists in the preparation of reports;  
Assists in the development of policies and procedures for assigned department;  
Composes routine letters and correspondence;  
Compiles statistics of departmental activities;  
Supervises and assists in departmental purchasing activities and supply requisitioning;  
Schedules meetings and appointments for assigned administrator(s).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of organization and staffing methods; good knowledge of budgeting, financial and personnel procedures; skilled in the use of Microsoft applications including Word, Outlook and Excel; ability to plan and carry out various administrative methods and prepare concurrent reports; good human relations techniques; good judgment; initiative; dependability; resourcefulness; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of satisfactory administrative or para-professional experience in accounting, public administration, financial management or closely related field; or:
- B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory administrative or para-professional experience in accounting, public administration, personnel administration, financial management or closely related field; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements