

GENESEE COUNTY

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this title provides a wide range of administrative and supervisory support services to the department head, and participates in the development and implementation of agency policies. Work is performed under general direction, with wide latitude for the exercise of independent judgment in carrying out assignments. Supervision may be exercised over other employees of the agency. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Administer and manage fiscal operations of department including assisting director's office with state budgets, expenditure reports, and state aid claims;
Developing and supervising internal accounting procedures, computerization of systems, and other office procedures for the orderly conduct of business;
Annual development and monitoring of agency budget and internal cost control for the department;
Management and supervision of subordinate staff including assignment of duties, evaluation of performance, and orientation of new workers;
Assist director's office in developing and implementing agency policies on internal management and operational efficiency;
Be responsible for the generation of monthly and quarterly reports for accountability of fiscal operations, and service productivity;
Assists director's office with the maintenance of physical plant and equipment;
Serve as liaison with other agencies and with various community groups specifically regarding fiscal matters;
Participates in staff meetings and other meetings, either in own capacity or as the authorized representative of the agency;
Perform other work as assigned by the director in the areas of administration, management, and fiscal matters;
Present fiscal and administrative matters to legislature.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES. SKILLS. ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of organizational operations, office procedures and office equipment; thorough knowledge of business techniques and basic personnel administration; thorough knowledge of accounting and cost control; good knowledge of personal computers, software applications, and data processing systems; ability to supervise subordinate staff; good ability to organize a variety of tasks and personnel; tact and courtesy.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk, hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Possession of a Bachelor's degree in Accounting, Business Administration or Public Administration, with one (1) year experience working in the area of office management, accounting, or business administration;

OR

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and five years' experience working in the area of Office Management, Accounting or Business Administration.

OR

- C. Any combination of training and experience, equivalent to A or B above indicating the ability to perform the job.

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.

Competitive Class

Adopted 5/5/77

Revised 8/2/77, 11/25/77, 12/8/83, 12/16/88, 7/25/89, 3/20/00, 6/20/00, 10/10/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.