

ADMINISTRATIVE ASSISTANT TO CHIEF OF STAFF

PJC  
JG XI  
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing staff activities in the County Executive's Office. The incumbents supervises and participates in personnel matters, budget preparation and control activity, preparation and maintenance of financial records, preparation of reports and special assignments. Work is performed under the direct supervision of the Chief of Staff or Deputy County Executive. Supervision is exercised over a number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns and supervises the work of an office;  
Supervises and participates in preparing and maintaining financial, statistical, personnel and other records;  
Supervises and participates in the preparation of financial statements;  
Reviews activities, analyses and reports;  
Advises on the development of office procedures and controls;  
Confers with the Purchasing Department regarding costs and delivery of supplies and equipment;  
Meets with sales representatives of supply and equipment companies;  
Assists in compiling the annual budget and develops necessary supportive data;  
Interviews applicants for clerical positions;  
Assists in the public relations aspect of the County Executive's Office by preparing news releases and addressing community groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of financial and personnel record keeping operations and procedures;  
Good knowledge of the principles and procedures of office management;  
Good knowledge of budgetary preparation and control;  
Ability to plan, coordinate and supervise a small office staff;  
Ability to make accurate analyses of facts, figures and activities;  
Ability to prepare clear oral and written reports;  
Ability to become familiar with and adapt to laws, regulations, policies and practices;  
Tact;  
Professional judgment;  
Initiative;  
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 four (4) year college or university with a Bachelor's Degree and two (2) years of experience in Accounting, Public Administration, Personnel Administration, Financial Management or related field, at least one (1) year of which must have been in an administrative or supervisory capacity; or:
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in Accounting, Public Administration, Personnel Administration, Financial Management or related field, at least one (1) year of which must have been in an administrative or supervisory capacity; or:
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

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