

ADMINISTRATIVE AIDE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of a variety of complex clerical and routine administrative duties within an agency. The incumbent may serve as Secretary to a Department Head or other administrator. When employed at Ulster County Community College, the incumbent may perform secretarial duties, but fifty percent of the duties involve the performance of a specialized operational activity of the college. Except for the required ability to speak, read and write the Spanish language, as well as the English language, this class is identical to that of Administrative Aide. Work is performed under general supervision with leeway allowed for independent decision regarding the application of agency or departmental policy and procedure. Supervision may be exercised over the work of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts correspondence on matters where policies and procedures are defined, communicating in Spanish and English when necessary;

Schedules and makes appointments for the Department Head or Administrator, communicating in Spanish and English when necessary;

Instructs employees in the performance of specialized clerical work;

Assembles a variety of data from office records for incorporation in various reports;

Maintains budget control data, figures and statistical information for agency purposes;

Provides routine information to the public or students on request and by direction of the Department Head or Administrator, communicating in Spanish and English when necessary;

May act as secretary to a Department Head or other Administrator, communicating in Spanish and English when necessary;

May process checks, claims, vouchers, receipts, and code and file requisitions;

May interview and screen clients, salespersons and visitors, communicating in Spanish and English when necessary;

May collect fees and account for monies received;

May assign and review work;

May maintain attendance records of office employees;

May use automated office equipment for the purpose of maintaining office records and compiling reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; good knowledge of maintenance of financial accounts and records; ability to acquire a thorough knowledge of agency policies and procedures where assigned; ability to use automated office equipment; ability to understand and apply complex written and oral directions; ability to read, write, speak, communicate and understand English and Spanish; working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; ability to plan and supervise the work of others; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; tact, courtesy, and integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's or higher level degree in Business Administration, Secretarial Science, or a related field and one (1) year of full-time paid, or its part-time equivalent, clerical work experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent, clerical work experience; OR
- C. Five (5) years of full-time paid, or its part-time equivalent, clerical work experience; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

Note: Your degree or college credits must have been awarded or earned 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.

Special Requirement: Incumbents in this position must have a working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

ULSTER COUNTY
0081 ADM AID SS
Classification: Competitive
Grade: 10
Union: CSEA

Adopted: December 28, 2022