

ADMINISTRATIVE AIDE/STENOGRAPHER

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. A significant portion of the work involves typing and dictation. 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;

Schedules and makes appointments for the Department Head or Administrator;

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;

Operates a typewriter, word processor, personal computer, etc. at an acceptable rate of speed and accuracy;

Takes and transcribes dictation at an acceptable rate of speed and accuracy;

May act as secretary to a Department Head or other Administrator;

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

May interview and screen clients, salespersons and visitors;

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 type accurately at an acceptable rate of speed; demonstrated ability to take and transcribe dictation at an acceptable rate of speed; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with 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.

Special Note: The above qualifications must include or be supplemented by a course in stenography, shorthand or speedwriting AND at least one year of work experience that included the taking and transcribing of dictation.

ULSTER COUNTY
0082 ADM AIDE/S
Classification: Competitive
Grade: 10
Union: CSEA

Revised: March 28, 1986
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