

ADMINISTRATIVE ASSISTANT/STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of a department or major unit, or in applying policy. In order to free the time of the department head or administrator, the incumbent will facilitate administrative determinations which have been reviewed and approved. A significant portion of the work involves typing and dictation. This position is distinguished from Administrative Aide/Stenographer by virtue of the higher level of responsibility and complexity of the work performed. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision is exercised over subordinate employees assigned to the department or unit. 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.

Assists administrative superiors in carrying out specialized services of a department or major unit;

Schedules staff meetings;

Conducts studies by collecting and compiling data and statistics relating to a variety of purposes;

Submits recommendations for the improvement of procedures and the solution of administrative problems;

Conducts correspondence on matters where policies and procedures are defined;

Maintains contacts with units within the department and other public and private agencies to assist in solving mutual problems and develop improved services;

Collects and compiles budget data, assists in the preparation of the budget and the maintenance of budget control;

Speaks with office callers, newspaper reporters, salespersons, etc., and furnishes general information about departmental functions and activities;

Reviews mail and processes various requests and claims;

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 coordinate and supervise the maintenance of departmental account keeping records, personnel records, and preparation of payrolls;

May supervise inventory control of departmental supplies, equipment, and related records;

May utilize data processing equipment in the performance of work assignments;

May interview job applicants, and provide recommendations on hiring and related personnel matters;

May provide training to subordinate employees, as needed;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and methods; thorough knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office and personnel management; good knowledge of the functions of local government and the relationship among departments, and the interaction between public and private agencies; working knowledge of the principles and practices of account keeping and budget control; ability to train, organize, assign, coordinate, and review the work of clerical subordinates; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; 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 secure the cooperation of others and to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, 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 a Bachelor'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, work experience in a supervisory secretarial position which involved responsibility for administrative details; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Secretarial Science or a related field, and three (3) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; 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
0092 ADM AST/S
Classification: Competitive
Grade: 12
Union: CSEA

Revised: March 28, 1986
Revised: July 30, 1990
Revised: December 22, 1993
Revised: July 1, 1996
Revised: January 26, 2000
Revised: April 2, 2008