

CAMPUS ADMINISTRATIVE AIDE/ TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of a variety of complex clerical duties within a department in the Ulster County Community College. The incumbent in the Ulster County Community College. The incumbent will perform a wide variety of clerical and routine administrative duties. A significant portion of the work involves typing. Work is performed under general supervision with leeway allowed for independent decision regarding the application of departmental policy and procedure. The incumbent may perform secretarial duties, but fifty percent of the duties involve the performance of a specialized operational activity of the College. 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.

Acts as aide to an administrator in cases where assignments call for judgment and experience in making decisions in accordance with established policies and procedures;

Conducts correspondence on matters where policies and procedures are defined;

Operates a typewriter, personal computer, etc.;

Provides information to students and visitors requesting advice or assistance;

Instructs new employees in the performance of specialized clerical work;

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

Maintains figures and statistical data for agency information purposes;

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

May collect fees and account for monies received;

May assign and review work;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of agency policies and procedures where assigned; good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; ability to understand and apply complex written and oral directions; ability to type accurately at an acceptable rate of speed; ability to handle routine administrative detail; ability to prepare correspondence and reports; ability to plan and supervise the work of others; ability to meet and deal with students, faculty and the public; good judgment in solving clerical and administrative problems; clerical aptitude; initiative and

resourcefulness; tact, courtesy, integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. 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 involving responsibility for handling administrative details; **OR**
- B. Five (5) years of full-time paid, or its' part-time equivalent, clerical work experience involving responsibility for handling administrative details; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: Post secondary education in business administration, secretarial science or similarly related field may be substituted for up to two (2) years of general experience (thirty (30) credit hours equals one year general experience).

ULSTER COUNTY
0994 CMS AD A/T
Classification: Competitive
Grade: 10
Union: CSEA

Adopted: February 23, 1979
Revised: July 1, 1996