

CAMPUS ADMINISTRATIVE ASSISTANT/ TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative work involving the frequent exercise of independent judgment in applying a policy to specific cases, and planning and coordinating the non-technical activities of a department in the Ulster County Community College. The primary purpose of this position is to free the time of the administrator by facilitating administrative determinations that have been reviewed and approved. A significant portion of the work involves typing. This position is distinguished from Campus Administrative Aide in that the secretarial duties performed are of secondary importance. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision is exercised over subordinate employees assigned to the department. 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 department head in planning and administering programs in office methods and procedures, and other non-technical duties;

Plans and supervises the collection, tabulation, and analysis of statistical and/ or financial data;

Supervises and expedites the preparation of reports and the maintenance of records;

Operates a typewriter, personal computer, etc.;

Reviews mail, conducts general correspondence, and processes various requests, and claims;

Conducts orientation and trains new employees;

Confers with administrator on departmental policy and operation, and schedules periodic staff meetings;

Prepares special studies on the operations of the department, and conducts confidential investigations as required;

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

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

May interview job applicants, and makes recommendations on hiring and related personnel matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; thorough knowledge

of Business Arithmetic and English; knowledge of statistical techniques in relation to the collection and tabulation of data; ability to type accurately at an acceptable rate of speed; ability to train and supervise employees in office methods and procedures; when employed in computer center: ability to enter data via CRT; ability to organize and lay out work for others; ability to get along with and secure the cooperation of subordinates and others; 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 degree and two (2) years of full-time paid secretarial or related work experience involving responsibility for the efficient operation and organization of a department, office, or unit, or its' part-time equivalent; **OR**
- B. Graduation from a regionally accredited or New York State registered college with an associate's degree and four (4) years of full-time paid, or its' part-time equivalent, work experience as described in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its' part-time equivalent, work experience as described in A above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B, and C above.

ULSTER COUNTY
1004 CMS AD AS/
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: February 23, 1979
Revised: September 1, 1983
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