

OFFICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position provides non-technical administrative support for all of the activities in an assigned Ulster County Department. The work includes all clerical, record keeping, filing, and typing duties. The incumbent facilitates administrative actions, which have been reviewed and approved. A significant portion of the work involves typing or word processing; and the preparation of non-technical report components. When employed at The Ulster County Tourism Office, the incumbent also has responsibility to act as liaison with the volunteers in the information center. Work is performed under the direct supervision of the Department Head and other administrative managers with sufficient leeway allowed for the exercise of independent judgment in the details of the work. Supervision is not normally a function of this position. 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 administrators and other staff members in carrying out all of the clerical and administrative support duties of the various specialized services of the department;

Assists the Department Head in preparation of budget/reports, contracts and amendments;

Reviews and distributes mail; creates daily office calendar, calendar of events and mailings;

Completes, submits and maintains purchase orders, requisitions and accounts payable utilizing the current financial system;

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

Utilizes computers and office software in the performance of work assignments, including social media;

Keeps an accurate inventory of departmental supplies, equipment, and related materials, as well as being responsible for maintaining service contracts for the office equipment;

May serve as receptionist.

IN ADDITION TO THE TYPICAL WORK ACTIVITIES LISTED ABOVE, WHEN EMPLOYED BY THE ULSTER COUNTY TOURISM OFFICE, THE INCUMBENT MAY ALSO PERFORM SOME OR ALL OF THE FOLLOWING:

Assists the Director of Tourism in the preparation and publishing of public relations materials and news releases, including the Matching Funds Quarterly Report;

Assists in compiling data and updating website, travel guide listings and other promotional materials;

Represents Ulster County at travel shows, fairs and festivals;

May provide the public, media reporters, and salespersons with information about the functions and activities sponsored or publicized by the Ulster County Tourism Office as well as providing other available information upon request;

May take photographs for various brochures, travel guides and press releases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; working knowledge of current software applications; working knowledge of the functions of local government and the relationship among departments, and the interaction between public and private agencies; ability to prepare correspondence and reports; ability to secure the cooperation of others and to deal effectively with the public; ability to communicate effectively both orally and in writing with a variety of organizations and individuals; ability to use good judgment in solving clerical and administrative problems; ability to maintain effective working relationships; initiative; poise; tact; courtesy and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Bachelor's or higher level degree and one (1) year of full-time paid, or its part-time equivalent, work experience in a secretarial position which involved responsibility for administrative details; OR
- B. Graduation from an accredited college or university with an Associate's degree 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.

ULSTER COUNTY
4567 OFFICE AST
Classification: Competitive
4570 OF AST HLP
Classification: Non-Competitive
Grade: 12
Union: CSEA

Adopted: April 27, 2005
Revised: December 9, 2015
Revised: July 9, 2019
Revised: December 21, 2020