

PHYSICAL EDUCATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of duties of a secretarial nature in the college Health, Physical Education, and Recreational Department. In addition to the secretarial duties the incumbent has the responsibility to distribute and collect Physical Education and related equipment and supplies and assist in setting up apparatus for classes. Work is performed under general supervision with leeway for the use of independent judgment. Supervision is exercised over Student Aides; 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.

Takes and transcribes dictation for correspondence, memorandums, examinations, budgets, course outlines, etc.;

Performs clerical activities of a secretarial nature to the Health, Physical Education and Recreation Department faculty;

Schedules use of college van;

Orders office supplies;

Maintains schedule of facility usage by outside groups;

Distributes physical education equipment to students before class;

Collects physical education equipment from students;

Sets up facilities for instruction such as badminton nets, volleyball nets, etc.;

Distributes and maintains inventory of towels;

Supervises Laundry Room, including the towel service and washing of towels.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology procedures and equipment; good knowledge of business arithmetic and English; good knowledge of physical education equipment, and facilities, and their usage; skill in taking and transcribing dictation at an acceptable rate of speed; skill in typing accurately at an acceptable rate of speed; ability to maintain inventory control records; ability to follow oral and written instructions; ability to get along well with others; ability to gain cooperation of students, faculty and the public; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited two (2) year college with an Associates Degree in Physical Education, or similarly related field, supplemented with at least six (6) credits in Business Administration or Secretarial Science; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in a recreational or similar program providing clerical support to the programs and performing recreational related duties, such as setting up facilities for program activities or distributing supplies or equipment; **OR**
- C. An equivalent combination of training and experience as described above.

ULSTER COUNTY
4770 PHYS ED AS
Classification: Competitive
Grade: 10
Union: CSEA

Adopted: February 23, 1979