

Civil Division: Oneida County Government, BOCES
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/23/03

SENIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves being able to manage an office and do liaison work. The incumbent is responsible for the planning and coordinating of the technical activities of a large department or major unit. The work includes making determinations on a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis, and training. The incumbent collects information and data for administrative studies and makes recommendations where appropriate. This position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of liaison and advisory responsibilities can be more complex if the program managed is located in a large department. The work is performed under the general supervision of the department head or other administrator. Supervision is exercised over subordinate clerical staff. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists superior in the formulation and review of departmental procedures and regulations;

Coordinates and supervises the maintenance of departmental account – keeping records, personnel records and preparation of payrolls;

Collects information and prepares budgets for department and recommends the appropriate action in the maintenance of budget control;

Compiles data and prepares financial and statistical reports;

Maintains liaison with units within a department and with other public and private agencies to assist in solving mutual problems, and developing improved services and public relations;

Assists in planning of policies and procedures for program or department;

Assigns work to clerical subordinates;

Reads incoming mail on behalf of the department head, contacts appropriate personnel, conducts general correspondence, or routes to proper official or unit for follow-up;

Supervises the requisitions, purchase, receipt, and inventory of departmental supplies and equipment and the processing of related records;

Acts on behalf of department head at meetings, conferences, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of management; thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of modern administrative organizational and personnel theory, practices, and policies; thorough knowledge of supervisory principles and techniques; good knowledge of the principles and modern practices of accounting and budget control; good knowledge of finance, personnel, purchasing, program analysis, and other staff services, ability to plan, supervise and review the work of others; ability to conduct management and administrative studies and to prepare reports; ability to work well with others and to secure their cooperation; ability to communicate effectively both orally and in writing.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience *in the support of an administrator; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of experience *in the support of an administrator; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as outlined in (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Equivalency: A certificate issued by a regionally accredited or New York State registered college in Medical Transcriptionist, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience

***Definition-Support of an Administrator-**may involve participation in office management; budget preparation and/or monitoring; personnel; administrative analysis, involvement in the development and/or review of program practices and procedures; evaluating program operations; participation in planning, management activities; purchasing; public relations; or other related activities.

Adopted: 01/13/89
Revised: 06/14/95, 05/07/99, 11/13/00, 04/23/03