

ADMINISTRATIVE AIDE

228-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of tasks in support of the overall implementation of the missions of an office, school district, operating department, program, or other entity. Duties may include difficult clerical assignments, keyboarding, research, report preparation, and special tasks generally beyond the scope of clerical duties. Work is performed in accordance with established policies and under direct supervision with leeway for independently performing many of the duties of the position.

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.*

Conducts research to obtain information for use in formulating policies and procedures relating to
implementation of agency missions;

Assists in maintaining a variety of financial accounts and records and auditing documents;

Compiles data and prepares reports,

Creates and maintains excel and database programs to track department information;

Audits vouchers to verify that proper conditions have been met to warrant payment;

Keeps ledgers and journal accounts;

Reads incoming mail and distributes to appropriate officials;

Answers inquiries and provides information to the public;

May maintain ongoing contact with Local, State and Federal liaisons to ensure compliance with
required rules and regulations;

May conduct research to provide cash flow data to be used in making investment or borrowing
decisions;

May meet with providers to review proper documentation;

May maintain inventory and supplies for multiple units;

May assist in preparing bid specifications and in conducting purchasing activities;

Operates a variety of office equipment such as a personal computer, typewriter, office equipment,
word processors;

May be assigned special functions such as coordination of personnel records, quality assurance
oversight of case openings, timekeeping duties, etc.;

May assist in training and supervision of staff and providing quality assurance oversight;

May conduct reviews or inspections to determine adherence to prescribed policies, procedures, or
other requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of business arithmetic and English; thorough knowledge of office terminology, procedures, practices and equipment; good knowledge of account keeping, budgeting and appropriation practices; ability to understand and interpret laws, rules, and regulations pertaining to agency operations; ability to prepare reports of a financial nature; ability to operate a personal computer and utilize common office software programs including word-processing, spreadsheets and databases at an acceptable rate of accuracy and speed; ability to follow complex oral and written directions; ability to communicate effectively, both orally and in writing; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Business Administration, Public Administration, Accounting or a related field and two (2) years of experience in business administration, public administration or account keeping; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in business administration, public administration, or account-keeping; or
- (C) Five (5) years of experience as described in (A) and (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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