

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diversified tasks in support of the managerial and administrative functions of a municipality or operating department. In many instances, the work of an employee in this class serves as the basis for administrative decisions. Employees in this class are generally expected to perform a broad range of tasks, but may receive specific assignments based upon an individual's academic background, work experience, or technical expertise. Work is performed under general supervision with leeway for the use of independent judgment.

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 a department head or other administrative officer in formulating policies and procedures pertaining to agency activities;

Maintains fiduciary records;

Plans, directs and oversees account-keeping and clerical functions;

Compiles data and prepares reports;

Reconciles bank statements or accounts;

Provides cash flow data to the administrative officer to assist in making investment or borrowing decisions;

Reads incoming mail and answers general correspondence and/or distributes mail to appropriate officials;

Speaks with office callers and furnishes general information about agency activities;

Performs inventory control of departmental supplies, equipment and related records;

Prepares records and reports in connection with applications for grants, financial aid, or revenue sharing;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Schedules meetings or conferences;

Coordinates various financial processes and record keeping processes to insure maximum use of aid or grant programs;

May perform specific assignments in the areas of insurance administration, banking, investment, electronic data processing, or other areas consistent with employee's technical training.

May conduct special programs relating to the department;

May assist with development and maintenance of the Department web page.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of administrative and managerial functions involved in directing an organization; good knowledge of account-keeping, budgeting, and appropriation practices; ability to understand and interpret laws, rules and regulations pertaining to agency operation; ability to understand and follow complex oral and written directions; ability to plan objectives and coordinate functions of a large organization; ability to present ideas clearly both orally and in writing; ability to maintain confidentiality; ability to establish and maintain effective working relationships; ability to plan and supervise the work of others; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a with a Bachelor's Degree or higher in Business Administration, Public Administration, Accounting, Secretarial Science or a related field, and one (1) year work experience in account-keeping or in a managerial or responsible secretarial position which involved responsibility for administrative details; or
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a with an Associate's Degree in Business Administration, Public Administration, Accounting, Secretarial Science or a related field, and three (3) years experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) 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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Reviewed: 7/11/96

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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