

ASSISTANT OFFICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist the Office Manager in the administration of the technical and clerical functions of the Department of Public Works. The work is performed in accordance with general instructions received from the Department Head or Office Manager with leeway permitted for the exercise of independent judgment. Supervision is exercised over the work of clerical staff.

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.*

Assist the Office Manager in formulating and effecting procedural operations of the department;

Assists the compilation of data for State and County reports; assists in the maintenance of departmental personnel records, job placement, employee contracts, grievances and work rules;

Assists in the preparation of statistical data;

Prepares cost studies for reports and planning purposes;

Confers with Department Head, Office Manager and other employees on procedures and policies of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Good knowledge of modern office administration procedures; ability to readily acquire familiarity with the regulations, policies, practices, and functions of the work assigned; good knowledge of business Arithmetic and English; ability to prepare correspondence and reports from general indication as to content; ability to supervise the work of others; ability to secure the cooperation of others; good address; good judgment; initiative; and integrity.

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MINIMUM QUALIFICATIONS: Four (4) years of progressively responsible clerical experience, two (2) years of which shall have been in a supervisory capacity or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 11/10/2022