

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SECRETARY AND ADMINISTRATIVE ASSISTANT II **GRADE:** 9

TITLE ABBREVIATION: SEC/ADM ASST II **TITLE NO.:** 6599

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
(JAIL) 07

DEPARTMENT: VARIOUS **DIVISION:** _____

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of full secretarial tasks and administrative functions for one or more management level personnel. Employees in this class may function as an Office Manager, leading and directing the work of one or more clerical staff and coordinating the daily operations of a specific department or unit. Work involves assisting with the operations of the administrative office which may include personnel, budgeting, accounting and purchasing. Work is performed under general supervision with leeway to exercise independent judgement in carrying out the details of the work. This class differs from that of Secretary and Administrative Assistant I in that it requires more extensive knowledge of administrative functions and increased levels of supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Establishes routine uniform office procedures for the unit or department to which assigned;
2. Assigns and reviews work of subordinate employees and instructs new employees in the specialized work of a unit;
3. Assists in developing, updating and maintaining department policies and procedures;
4. Coordinates the request, canvassing and notifying of appointments made from Civil Service eligible lists in accordance with Civil Service rules;
5. Participates in administrative functions which may include processing personnel and payroll transactions, preparing and monitoring budgets, grants, contracts, billing or other fiscal matters;
6. Makes appointments and maintains calendars for supervisors and unit to which assigned;
7. Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;
8. Assembles a variety of data from office records and outside sources for incorporation in reports and response to inquiries;

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9. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure or refers to appropriate party;
10. Prepares correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office management practices and equipment; good knowledge of English and business math; good knowledge of the elementary principles and practices of accounting and bookkeeping; ability to readily acquire familiarity with the law, regulations, policies, practices, functions and personnel of the unit to which assigned; ability to coordinate, evaluate and lead and direct the work of others; ability to understand and follow complex oral and written directions; ability to demonstrate keyboard proficiency; computer skill involving standard word processing and spreadsheet applications; ability to communicate clearly, both orally and in writing; ingenuity and resourcefulness in handling routine administrative problems; tact and courtesy; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of office clerical or secretarial experience, six (6) months of which must have included directing the work of others; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above, six (6) months of which must have included directing the work of others; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Keyboarding proficiency will be evaluated during the probationary period.

05/09/07