

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ADMINISTRATIVE AIDE (KIRYAS JOEL)

**TITLE #:** 1018

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of clerical services to assist and participate in the routine functions and activities of the district office at the Kiryas Joel School District. Incumbents in this class must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking students and the general public. Work is performed under general supervision with leeway permitted for the exercise of independent judgement in order to relieve the administrator of the details and established day-to-day operations within an office. Supervision is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Maintains employee personnel files; tracks and allots attendance and accrued leave time;

Tracks, updates and prepares simple reports on various data pertaining to certified staff's professional development;

Assists the transportation department with tracking and entering data into the transportation system;

Furnishes routine information either by phone or in person;

Keeps records, summarizes data and prepares statistical reports;

Opens and processes mail, answers routine correspondence;

Handles general office files, sorts, indexes and files a variety of documents;

Answers telephone calls, interviews callers, and makes appointments;

Speaks English or Yiddish to communicate with students or the general public;

Operates computer, copy machines, calculator, typewriter and other office equipment;

May work on special projects as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; working knowledge of record keeping techniques; ability to understand and follow oral and written directions; ability to maintain confidentiality; ability to demonstrate a working proficiency in Yiddish; ability to get along with others; clerical aptitude; accuracy, neatness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.

**SPECIAL REQUIREMENT:** Proficiency in the Yiddish language will be evaluated during the probation period.

**JURISDICTIONAL CLASS:** Competitive

**ADOPTED:** 10/10/13 at