

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

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT (Kiryas Joel)

**TITLE #:1011**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of administrative duties. The incumbent is required to exercise independent judgment, initiative and confidentiality in the performance of duties designed to relieve the Mayor from administrative details. Duties are carried out in accordance with established policies and procedures. Incumbents in this class must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking residents or the general public. Work is performed under general supervision of the Mayor and may supervise assigned clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Attends to the operation of the administrative office, including budget preparation, billing and other fiscal matters;

Reads incoming mail, including faxes and e-mails, and distributes to the appropriate person or organizational unit maintaining confidentiality of the department to which assigned;

Performs day-to-day administrative tasks such as maintaining information files and processing paperwork; responsible for various statistical and financial reports as required;

Uses computer operations such as spreadsheets, word processing, calendar or e-mail in performing work activities;

Schedules and makes preliminary arrangements for events, programs, conferences and meetings for village council, committees, or consultants; prepares agendas, as well as, necessary support and background data;

Furnishes routine information either in person, electronically or via telephone to the general public or media as necessary;

Speaks English or Yiddish to communicate with village residents or the general public;

May assign and review work of subordinate employees and instruct new employees in the specialized work of the department;

May administer programs, undertake assignments or coordinate special committees as assigned by the Mayor.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern office management practices, procedures and equipment; ability to readily acquire familiarity with the law, regulations, policies, practices, functions, and the personnel of the unit to which assigned; ingenuity and resourcefulness in handling routine administrative problems; ability to plan and supervise the work of others; ability to demonstrate a working proficiency in the Yiddish language; computer literacy involving standard word processing and spreadsheet software; tact and courtesy; good judgement; ability to communicate clearly, both orally and in writing; thoroughness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience