

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

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT

**TITLE #:** 1015

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves secretarial and routine office management functions with considerable leeway allowed for the exercise of independent judgement as the situation demands. The work may involve the leading and directing of a subordinate office staff. Duties are carried out in accordance with established policies and procedures. This class differs from that of other clerical staff by virtue of the increased level of administrative secretarial duties. Work is performed under general supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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;

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

Prepares agendas and makes arrangements for committee, board, or other meetings;

Schedules events, programs, activities, as well as the work of others;

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

Maintains employee personnel files, including control over content and confidentiality;

Responsible for various statistical and financial reports as required;

Furnishes routine information either in person, or via telephone;

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

May supply information to employees regarding conditions of employment such as benefits, retirement, or other payroll and personnel related matters;

May administer programs of the department.

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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 lead and direct the work of others; computer literacy involving standard word processing and spreadsheet software; ability to keyboard at the rate of 35 words per minute; 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:** Either:

- (A) Completion of 60 credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of clerical experience; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience; 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.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: Unknown

REVISED: 10/05/06 dmc