

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

CLASS TITLE: EXECUTIVE ASSISTANT (BOCES)

TITLE #: 1274

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of executive assistant tasks of a highly responsible and confidential nature, as well as, diversified administrative functions for Administration within BOCES. Employees in this class are responsible for the supervision of subordinate clerical staff and the functional operations of the assigned administrative office which may include personnel and civil service administration, budgeting, and purchasing functions. This class differs from that of Executive Secretary to Assistant Superintendent (BOCES) by virtue of the diversity of activity, high degree of exposure to confidential material, supervisory responsibilities and frequency of high level internal and external contacts. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the administrative office of the department, coordinating and overseeing operations and supervising subordinate staff;

Coordinates and oversees complex schedule of activities, meetings and appointments for the department head, as well as organization of county-wide and other meetings;

Evaluates and responds to concerns from administrators, employees, State Education Department, school districts and others, forwarding inquiries as appropriate;

Processes, maintains and files confidential materials - personnel records, teacher/administration contracts and negotiation data, budget, purchasing, financials, litigations, FOIL requests, legal documents, and payroll information;

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

Develops and maintains an organized system of administrative records and reports;

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

Collects and processes data relative to various statistical, financial and other reports as required;

May supervise, direct and evaluate the work of subordinate employees and instruct new employees in the specialized work of the department, BOCES and its component school districts;

May administer programs of the assigned department, including the scheduling of events, programs, activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of department's functions and operations; thorough knowledge of modern office practices, procedures and equipment; good knowledge of principals and practices of accounting and bookkeeping; organizational skill; skill in operation of computer applications such as word processing, e-mail, calendar, spreadsheets or other database software; ability to collect and analyze data and prepare related reports; ability to communicate effectively both orally and in writing; ability to maintain a high degree of confidentiality; ability to develop and maintain effective working relationships with a broad range of departments, agencies and individuals; ability to plan and supervise the work of others; tact; ingenuity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in an executive secretary or administrative assistant capacity; OR
- (B) Completion of sixty credits at a regionally accredited or New York State registered college or university and three (3) years of experience as defined above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined above.

JURISDICTIONAL CLASSIFICATION: Competitive

Revised: 04/9/2020 AT