

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 10/31/2019

ADMINISTRATIVE AIDE
(Water Board)

DISTINGUISHING FEATURES OF THE CLASS: This position consists of lower level administrative duties. The work involves responsibility for the frequent exercise of independent judgement in performing varied clerical operations and account keeping activities in accordance with general instructions regarding objectives, policies and procedures. The incumbent works under general supervision, wherein difficult policy or technical problems are referred to a supervisor for decision or review. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Answers telephone, takes messages, and places outgoing calls;
Composes and types correspondence including letters, reports, memos, and procedures;
Processes payroll;
Maintains various calendars and assists in scheduling;
Processes invoices and purchase orders;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Maintains records and files;
Solicits quotes for items and processes orders as needed;
Maintains intranet page;
Performs various types of data entry;
Assists with budget preparation and maintains budget accounts;
Assists in maintaining inventory and inventory processes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern administrative organizational practices and policies; good knowledge of office terminology, procedures, and equipment; good knowledge of Business Arithmetic and English; working knowledge of modern office machines; ability to understand and carry out complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to operate computer and other office equipment; good judgement in solving complex clerical problems; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** one (1) year of office experience performing clerical duties, including maintaining accounts; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of office experience performing clerical duties, including maintaining accounts.

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NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 12/18/1997

Revised: 10/31/2019