

## **ADMINISTRATIVE ASSISTANT (TOWNS)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for the performance of a variety of administrative and clerical functions for the Town Supervisor and the Town Board. The work involves performing and coordinating support functions ranging in difficulty from moderate to complex, including record keeping, report preparation and maintenance, and extensive public contact which requires comprehensive knowledge of the Town and its department functions, policies and procedures. Work is performed under the general supervision of the Town Supervisor with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Types confidential correspondence, letters, memoranda, reports and other materials;

Composes and types correspondence on matters where policies and procedures have been defined;

Writes and distributes email, correspondence, memos, letters, faxes and forms;

Assists in the preparation, maintenance and upkeep of a variety of files and records;

Assists employees and retirees with changes in insurance coverage and claims problems;

Provides orientation for new staff, describing benefits, policies, salary etc.;

Maintains various employee records including personnel, and salary benefits;

Performs a variety of Civil Service functions, including preparing New Position Duties Statements, Report of Personnel Changes, canvassing Eligible Lists, preparing and submitting all other Civil Service forms and information;

Answers telephone and gives out routine information, screens callers and visitors to determine the nature of the inquiry and refers to appropriate person or office;

Maintains Town Supervisor's calendar, and schedules meetings or conferences

Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, and other detailed instructions;

Submits payment for deductions taken from payroll;

Prepares and maintains agreements and calendar for groups using the Community Hall;

Updates the Town website to keep information current;

## **ADMINISTRATIVE ASSISTANT (TOWNS)-cont'd**

Responsible for building occupancy schedule through the Town's security system;  
Assists Town Supervisor in planning and developing grant applications and reviewing and processing grant documents;  
Maintains information file on grants, including what programs are available, where to apply for which programs and trends in federal, state and private programs;  
Operates a variety of office equipment;  
May perform department/program budgetary tasks, requests and/or recommendations;  
May prepare and maintain time records and payroll data.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office procedures, terminology and equipment;  
Thorough knowledge of business arithmetic and English;  
Good knowledge of the use of personal computers;  
Working knowledge of the town and its functions;  
Ability to handle routine administrative details independently, including the composition of letters and memoranda;  
Ability to understand and carry out complex oral and written instructions;  
Ability to write and develop grant applications;  
Ability to research grant opportunities;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish effective working relationships with a wide variety of people;  
Ability to understand and interpret complex oral and written information;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to organize and maintain accurate records and files;  
Strong organizational skills;  
Confidentiality;  
Good judgment;  
Dependability;  
Integrity;  
Initiative.

**ADMINISTRATIVE ASSISTANT (TOWNS)-cont'd**

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in office technologies, office administration, or administrative assistant and one year of typing and clerical experience in an office setting; OR

B) Three years of typing and clerical experience in an office setting; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.