

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 01/26/2023

SENIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves being able to manage an office and do liaison work. The incumbent is responsible for the planning and coordinating of the technical activities of a large department or major unit. The work includes making determinations on a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis, and training. The incumbent collects information and data for administrative studies and makes recommendations where appropriate. This position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of liaison and advisory responsibilities can be more complex if the program managed is in a large department. The work is performed under the general supervision of the department head or other administrator. Supervision is exercised over subordinate clerical staff. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists superior in the formulation and review of departmental procedures and regulations;

Coordinates and supervises the maintenance of departmental account – keeping records, personnel records and preparation of payrolls;

Collects information and prepares budgets for department and recommends the appropriate action in the maintenance of budget control;

Compiles data and prepares financial and statistical reports;

Maintains liaison with units within a department and with other public and private agencies to assist in solving mutual problems, and developing improved services and public relations;

Assists in planning of policies and procedures for program or department;

Assigns work to clerical subordinates;

Reads incoming mail on behalf of the department head, contacts appropriate personnel, conducts general correspondence, or routes to proper official or unit for follow-up;

Supervises the requisitions, purchase, receipt, and inventory of departmental supplies and equipment and the processing of related records;

Acts on behalf of department head at meetings, conferences, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of management; thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of modern administrative organizational and personnel theory, practices, and policies; thorough knowledge of supervisory principles and techniques; good knowledge of the principles and modern practices of accounting and budget control; good knowledge of finance, personnel, purchasing, program analysis, and other staff services, ability to plan, supervise and review the work of others; ability to conduct management and administrative studies and to prepare reports; ability to work well with others and to secure their cooperation; ability to communicate effectively both orally and in writing.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** one (1) year of experience in administrative support*; **OR**
- (B) Possession of Associate's Degree **AND** three (3) years of experience *in administrative support*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in administrative support*.

*Administrative support may include tasks such as planning management activities, ordering office supplies or inventory, preparation of reports, producing and distributing various types of correspondence, budget preparation, maintaining contact lists and/or spreadsheets, project management, and other closely related activities.

NOTE:

- 1. A certificate issued by a regionally accredited or New York State registered college in Medical Transcription, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 3. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 01/13/1989

Revised: 06/14/1995, 05/07/1999, 11/13/2000, 04/23/2003, 10/01/2021, 01/26/2023