

ADMINISTRATIVE AIDE
(Water Board)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and consists of lower level administrative duties. The work involves responsibility for the frequent exercise of independent judgement in planning and managing administrative projects, programs and complex clerical activities. An employee in this class assists in the development and coordination of departmental procedures, regulations, and programs. The tasks call for a knowledge of the basic principles of office management, such as one would obtain through formal education and/or comparable on-the-job training. The incumbent plans and reviews the clerical work of a large or complex unit and independently performs the administrative functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. An Administrative Aide is expected to have a working knowledge of research practices, organization and methods, purchasing, programming, and related staff services, including typing and computerized databases, office software applications, and management information systems. The incumbent works under general supervision, wherein difficult policy or technical problems are referred to a supervisor for decision or review. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists superior in the formulation and review of departmental procedures and regulations;
Revises and develops improved work procedures and methods and installs those approved by superiors;
Assists superiors in the preparation and collection of data and compiling of statistics;
Supervises the requisition, purchase, receipt and inventory of department supplies and equipment, and maintains inventory records;
Plans, assigns, and reviews clerical work;
Plans and supervises the collection and tabulation of data;
Maintains complex indexing, coding and filing systems;
Coordinates the maintenance of department attendance records;
Prepares correspondence, reports, and other required records;
Does related work to facilitate the administrative functions of the department to which assigned.

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; good knowledge of functions and operations of department to which assigned; 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 typewriter, computer keyboard, 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 Degree in secretarial science, word processing, office technologies, office management, or a closely related field **AND** (2) years of office practice experience, which shall have included independent judgement and overall administrative and clerical responsibilities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as outlined in (A) above; **OR**
- (C) Six (6) years of experience, as described in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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