

## **ADMINISTRATIVE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible office management and administrative work performed within a City Department. The employee in this position manages and organizes the central department office and assists the Department Head in coordinating all activities with the Department, including but not limited to records control and special management studies. The work consists of supervising and performing a variety of tasks, including file management, preparing correspondence, compilation of data, assisting in research activities and budget control. Direct and general supervision is received from the Department Head. Supervision may be exercised over clerical staff. The Administrative Assistant performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the preparation and monitoring of the departmental budget;  
Prepares routine correspondence; coordinates clerical flow; opens and distributes mail;  
Trains clerical staff;  
Maintains confidential files;  
Performs all purchases for department and monitors and records department expenditures;  
Prepares routine City Council items;  
Researches and compiles back-up documentation and assists in preparation of complex Council items; coordinates submission of items and follows up on approval of items submitted;  
Keeps Council file;  
Coordinates activities for Department Head with other City departments; coordinates meetings; assists Department Head in preparation for meetings; assists Department Head regarding administrative decisions;  
Assists the Department Head by coordinating office services such as office organization, records control and specialized computer projects;  
Supervises the preparation of Department payroll;  
Answers telephone inquiries;  
Uses general office equipment including P.C. Microsoft Word, Excel and fax;  
Maintains petty cash fund.

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

Thorough knowledge of modern office practices and procedures; business English; spelling and commercial arithmetic; good knowledge of organization, function, rules, policies, and regulations applicable to the department; ability to prepare effective correspondence on routine matters and to perform routine office management details with only general supervision; ; ability to follow moderately complex oral and written directions; ability to get along well with others; skill in typing; skill in the use of computers and computer software; clerical aptitude; good organizational skills; ability to maintain confidentiality, and common sense, discretion; overall good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**ADMINISTRATIVE ASSISTANT** (continued)

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:**

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have served continuously on a permanent basis in a clerical position in Grade 15 or higher for two (2) years immediately preceding the date of the written exam.

**OPEN-COMPETITIVE: EITHER**

(A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business Administration , Education or related field and two (2) years experience in a position involving office management, business management or administrative work;

**OR**

(B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Business Administration or related field and four (4) years experience as defined in (A);

**OR**

(C) Graduation from high school and six (6) years experience as defined in (A).

**NOTE:** At least two (2) years of appropriate experience is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years experience; high school graduation is required; additional experience beyond six (6) years cannot be substituted for high school graduation.