Order Number:
NY1472343
Date Job Order Received:
07/11/2023
Number of Openings:
1
Company Name:
Lewis County Civil Service
Job Title:
Administrative Assistant
Minimum Experience Required:
3 years
Job Description:
Lewis County Civil Service is looking for a full time Administrative Assistant. DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex duties and administrative support tasks to further the overall work in the department where assigned. Incumbents typically serve as a personal assistant to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet and query and generate reports as required to support technical and professional staff involved in a program. This position is distinguished from that of Senior Keyboard Specialist by virtue of its expanded scope of program support tasks and increased level of decision-making. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required. TYPICAL WORK ACTIVITIES: (Illustrative, varies based on department) Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office; Develops, maintains and updates computerized records containing information required for specialized programs; Processes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence; Furnishes general oral and written information that does not require interpretation regarding agency programs, work rules and regulations, policies and procedures; Maintains efficient office workflow, assisting staff with schedules and arrangements for meetings, conferences, travel, or other accommodations and assembles background material; Coordinates the maintenance of and prepares agency financial, payroll, purchasing, personnel and attendance records; Sets up and maintains files of correspondence, documents and records; Prepares reports using statistical and narrative information; Monitors and tracks status of various program activities; Prepares correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material; Orders office supplies and maintains inventory of supplies and equipment. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: MINIMUM QUALIFICATIONS: Either: A.) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associates degree and one (1) year of clerical, administrative or office experience which involved the operation of a computer for word-processing, database applications, and maintaining electronic records and reports; or B.) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A); or C.) An equivalent combination of training and experience as defined by the limits of (A) and (B). NOTE: Experience as a bank teller or store cashier shall not be considered clerical experience. ADDITIONAL NOTE: Successful completion of coursework in business, offices studies, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may

be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

Job Location:

Lowville, New York

Pay:

$18.13 - $21.25 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Smith, Caitlyn (315) 377-2049

Email: civilservice@lewiscounty.ny.gov

Web-site: https://lewiscountyny.gov/job/administrative-assistant/?department=61