

ONTEORA CENTRAL SCHOOL DISTRICT

Boiceville, New York

POSTING DATE: October 1, 2021

TO: All Staff

FROM: Dr. Donald Gottlieb, Interim Assistant Superintendent for Business



RE: ANTICIPATED VACANCY

A vacancy will exist in the position listed below

FTE	APPOINTMENT STATUS	ASSIGNMENT	STARTING DATE
1.0	Administrative Aide/Typist	District	ASAP

This position is in the Competitive Civil Service Class. Candidates MUST meet all Civil Service requirements.

APPLY BY: open until filled

ADMINISTRATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of a variety of complex clerical and routine administrative duties within an agency. The incumbent may serve as Secretary to a Department Head or other administrator. When employed at Ulster County Community College, the incumbent may perform secretarial duties, but fifty percent of the duties involve the performance of a specialized operational activity of the college. Work is performed under general supervision with leeway allowed for independent decision regarding the application of agency or departmental policy and procedure. Supervision may be exercised over the work of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts correspondence on matters where policies and procedures are defined;

Schedules and makes appointments for the Department Head or Administrator;

Instructs employees in the performance of specialized clerical work;

Assembles a variety of data from office records for incorporation in various reports;

Maintains budget control data, figures and statistical information for agency purposes;

Provides routine information to the public or students on request and by direction of the Department Head or Administrator;

May act as secretary to a Department Head or other Administrator;

May process checks, claims, vouchers, receipts, and code and file requisitions;

May interview and screen clients, salespersons and visitors;

May collect fees and account for monies received;

May assign and review work;

May maintain attendance records of office employees;

May use automated office equipment for the purpose of maintaining office records and compiling reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; good knowledge of maintenance of financial accounts and records; ability to acquire a thorough knowledge of agency policies and procedures

where assigned; ability to use automated office equipment; ability to understand and apply complex written and oral directions; ability to plan and supervise the work of others; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; tact, courtesy, and integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's or higher level degree in Business Administration, Secretarial Science, or a related field and one (1) year of full-time paid, or its part-time equivalent, clerical work experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent, clerical work experience; OR
- C. Five (5) years of full-time paid, or its part-time equivalent, clerical work experience; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY
0080 ADM AIDE
Classification: Competitive
Grade: 10
Union: CSEA

Revised: March 28, 1986
Revised: July 30, 1990
Revised: December 22, 1993
Revised: July 1, 1996
Revised: January 26, 2000