



DUTCHESS COUNTY CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT TO THE COMPTROLLER

DATE ADOPTED: 1/1/2022

LAST REVISION: 03/15/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This position provides general administrative support to the Office of the Comptroller. The incumbent relieves the department head of administrative detail and works with sensitive confidential information, exercising discretion in its handling. Work is performed under the general supervision of the Comptroller, with considerable leeway allowed for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and processes a variety of documents, correspondence, reports, etc., including proofing for spelling, format and appearance;
2. Opens, screens and prioritizes mail and responds to routine inquiries independently; refers inquiries to appropriate staff, noting points of interest and/or action request;
3. Manages calendar for the Comptroller and staff; schedules appointments independently based upon needs of the department and knowledge of commitments and priorities of the Comptroller;
4. Administers in-house service agreements and purchasing: solicits proposals/estimates from outside vendors; monitors contractors/suppliers for compliance with agreement terms; determines eligibility and qualifications of contractors/vendors based upon past performance, recommendations, research, etc.;
5. Acts as a technical resource within department for general administrative matters;
6. Establishes and maintains departmental files, including the development of filing procedures; prepares retention schedules; oversee the purging of files;
7. Acts as a liaison with office equipment vendors for service of existing equipment and purchase/replacement recommendations on new equipment;
8. Generates congratulatory letters/certificates to employees and members of the public in response to special work performed, or honors received.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;

Knowledge of composition, grammar, spelling, punctuation and required formats sufficient to develop correspondence and reports or correct such errors in the correspondence and reports of others;

Knowledge of office practices necessary to obtain a full range of office support services such as printing maintenance and supply services efficiently and cost-effectively;

Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Skill in operating office equipment to produce work accurately and efficiently;



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Ability to schedule meetings involving numerous people with conflicting schedules; coordinate agendas, take minutes and prepare summary notes for meetings;
Ability to learn and understand departmental functions and style of administrator to directly assist the administrator by screening inquiries and giving appropriate information;
Ability to speak knowledgeably and with authority about administrative functions of the office or department and to advise staff on how to address situations that occur;
Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) An Associate's degree from a regionally accredited or New York State registered college or university and three years of full-time secretarial or general office work which included personal contact, word processing and database management;
- OR: (B) High school graduation or possession of a high school equivalency diploma and five years of full-time secretarial or general office experience which included personal contact, word processing and database management;
- OR: (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year) for a maximum of four years, for the clerical work experience only.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: Mgmt./MC		JURISDICTIONAL CLASSIFICATION: Exempt	
EEO Category: Admin. Support	FLSA Code: Exempt	WC Code: 8810	NYSLRS Job Code: 04500E
REVISION HISTORY: 1/1/22 1/10/23 1/9/24 3/15/23			