

PRINCIPAL TRANSIT SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position, while responsible for the performance of support functions for a program or service funded by government, has primary responsibility for the assignment of a specialized function which involves independent decision-making and accountability. When assigned responsibility for a specific function of a unit, which has differing guidelines and procedures than other office activities, this position acts as a technical resource person in that area, answering questions which others in the office would not have the training to address. Interactions with others tend to be at a higher level and involve considerably more explanation and justification. In addition, an employee at this level is required to respond to problem transactions brought to them from lower-level employees and to initiate action to address the problems. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may be responsible for supervising the work of lower-level employees, including distributing work, performance counseling, appraisals and scheduling for coverage.

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. Submits all required monthly, quarterly and annual reports to the Director or Assistant Director in a timely fashion and assists with financial analysis including grants related reimbursements;
2. Assists in development of changes in internal procedures for compliance;
3. Interacts with outside agencies to address various concerns or enhancements;
4. Specializes in providing services for a major internally or externally focused program such as records center management, supplies management, office computerization, etc.;
5. Prepares and maintains policies and procedure manuals for use by other entities associated with program;
6. Acts as a resource for other staff, the public, and clients in the area of program specialization; makes decisions on non-routine questions;
7. Reviews documentation associated with program for conformity with procedures and regulations; explains problems to users or clients and works to resolve such problems;
8. Collects, researches, and summarizes information from various sources and compiles for action;
9. Attends specialized training in area of expertise;
10. May prepare vouchers and reviews information for correctness and to ensure that funds are available for payment;
11. May assist in duties providing support to the program such as entering and reviewing invoices and payments, as well as tracking and resolving issues internally and with outside departments;
13. May assist with preparing payroll

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the rules and procedures of a specific program or service necessary to act as a resource and independently perform the work activities associated with that program; knowledge of rules and procedures for processing paperwork related to all office activities necessary to interpret changes in

PRINCIPAL TRANSIT SERVICES ASSISTANT (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

regulations and modify existing systems; knowledge of office practices necessary for dealing with staff, vendors and the public, filing and retrieving information and compiling and analyzing information; Knowledge of software packages for word processing to produce a variety of reports and correspondence and for spreadsheets and database management to track information; skill in operating office equipment to produce work accurately and efficiently; ability to act independently in carrying out the daily functions of a program or service; ability to speak knowledgeably and with authority about program functions 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 an 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) A Bachelor's Degree;
OR: (B) Completion of sixty (60) college credits and two (2) years of full-time general office work experience;
OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time general office work experience;
OR: (D) An equivalent combination of training and experience as defined by the limits of (B) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Some positions may require possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 3/22/2022