

## **ADMINISTRATIVE AIDE**

07140

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is para-professional work involving the performance of routine tasks assisting municipal program managers by relieving them of administrative detail. The nature of the work involves acting as a liaison between professional personnel in program planning, coordination or administration, as well as the provision of public information regarding same.

Administrative Aide can be distinguished from Administrative Assistant in the scope and responsibility the latter has for the performance of technical and professional duties. Work is received by an administrative superior and reviewed upon proper completion of work assignments. Direct supervision may be exercised over a small number of clerical employees or student interns. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Acts as a liaison between department heads and other department personnel by providing program information upon request and facilitates the flow of information by recommending the representation of appropriate city staff at meetings and insuring that all information is on hand regarding the same.

Furnishes general and oral and written information which does not require interpretation to employees and the general public regarding agency goals, objectives and programs, work rules and regulations, labor contracts, leaves of absence, employee benefits, and correct channels of communication.

Assists in the researching and writing news releases by calling in written information from superior to newspapers or television. Has initial contact with reporters, vendors, or office callers as to the subject of the inquiry and specific questions either answering them or routing questions to the appropriate supervisor.

May perform investigation work by corresponding with other cities or counties to obtain information about similar programs or policies.

Performs paraprofessional duties in the area of personnel management by informing the public and other departments of job vacancies, hiring practices and Civil Service rules relative to that department. Initially, receives and reviews applications for eligibility regarding qualifications, residence or CETA. Informs applicants of appointments for interviews.

May perform paraprofessional tasks in the area of fiscal management by assisting in budget preparation and researching department requests and justification for changes in the budget.

Assigns work to a clerical staff in the delivery of typing, filing and related office services to the program staff.

Performs various other paraprofessional tasks such as reading, incoming mail, maintaining logs, answering general correspondence, assisting in investigation of complaints, organizing office procedures, operating office machines, preparing written materials for departmental meetings, may take notes at meetings, preparing publicity for departmental events, developing

improved services and public relations.

WHEN ASSIGNED TO THE ONONDAGA COUNTY HEALTH DEPARTMENT:  
Participates in public health preparedness activities as trained and assigned.

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

Some knowledge of practices and functions of public administration as applied in local government.

Some knowledge of municipal programs, policies, procedures and regulations.

Ability to understand and follow written and oral instructions.

Some knowledge of research techniques.

Ability to understand and interpret written materials.

Good oral and communication skills.

Ability to compile narrative and/or numeric data into an appropriate format.

#### MINIMUM QUALIFICATIONS

Promotion:

Two (2) years of permanent competitive status in a second level clerical position; or,

One (1) year of permanent competitive status in a third level clerical position.

Open Competitive:

A. Graduation from a regionally accredited New York State college or university with an Associate's Degree; or,

B. Two (2) years of work experience, or its part-time equivalent, assisting in the administration of a municipal program or agency; or,

C. Two (2) years of clerical work experience, or its part-time equivalent, in other than an entry level clerical position; or,

D. An equivalent combination of training and experience as defined by the limits of (A) and (B).

10/2005 Revised