

Schoharie Central School

NON-INSTRUCTIONAL VACANCY

Administrative Support I

****Provisional****

Description of Duties: See attached job description

Effective Date: Immediate

Shift / Schedule: 8 hours/day
5 days/week
12 months/year

Salary / Hourly Wage: Hourly Rate according to SCEA Contract

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 Associate's degree in Business Administration, Secretarial Science or a closely related field and one (1) year of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications and working with accounts or budgets;
OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a).

Send Completed Civil Service Application to:

David Barody
Business Administrator
Schoharie Central School District
P.O. Box 430, 136 Academy Drive
Schoharie, NY 12157
Phone: (518) 295-6673 / Fax: (518) 295-9510

Application Deadline: February 7, 2023

Dated: February 1, 2023

The Schoharie Central School District does not discriminate on the basis of age, race, color, national origin, gender, disability, marital status, sexual orientation, or association membership in employment or any of the educational programs and activities which it offers or operates, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and the NYS Human Rights Laws.

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ADMINISTRATIVE SUPPORT I**

Jurisdictional Class: **Competitive**
Date Adopted: **April 9, 2008**
Date Revised: **02/13 (Note); 6/13; 1/16 (MQ's); 4/22; 12/22**
Jurisdictions: **All**
Union Status: **CSEA**
Pay Grade: **8**

DISTINGUISHING FEATURES OF THE CLASS: Performs routine administrative support and accounting functions for a department or a unit. Tasks involve a substantial amount of time operating a computer and completing tasks to ensure the efficient workflow of the office. The position requires trust and confidence and may involve the exchange of confidential information. Incumbents work under general supervision of higher-level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Uses computer and various software programs to perform duties in the support of office workflow and operations;

Prepares a variety of reports, files, records, letters, etc.;

Enters fiscal, statistical and other data into computer programs;

Prepares schedules, calendars, forms, bills, vouchers, purchase orders, etc.

Maintains and updates database and spreadsheet records using various computer programs;

Establishes and maintains confidential and general office files and records;

Schedules conferences, meetings and makes travel arrangements;

May assist in monitoring and tracking status of program activities or grants;

Tracks small fiscal accounts and data;

Transcribes meeting minutes, recordings or notes;

Assists in the preparation of unit or departmental budget;

Collects and secures fees and issues receipts;

Prepares and maintains financial, statistical and personnel records;

Orders supplies and materials;

Collects and gathers information to be used in reports and summaries;

Answers telephone and provides information;

Makes file searches and extracts material;

Cross-trains others and will be cross-trained in specialized procedures;

Operates various office equipment such as copiers, scanners, fax machines, calculators, computer keyboards and telephone.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge to operate a computer and utilize common office software programs including word processing, spreadsheet and databases; Ability to organize and maintain accurate records and program files; Ability to retrieve data and prepare records and reports; Ability to establish and maintain effective working relationships with others; Working knowledge methods used in keeping and checking financial accounts and records; Good knowledge of office terminology, procedures and equipment; Ability to communicate effectively both orally and in writing.

Last Reviewed: 6/13, 1/16, 12/22
Last Updated: 02/13 (Note); 6/13, 1/16; 4/22; 12/22
Reviewed By: CJS
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ADMINISTRATIVE SUPPORT I**

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State with an Associate degree or higher in Business Administration, Accounting, mathematics or a closely related field; **OR**
- (B) High School diploma or possession of a high school equivalency diploma **AND** two years of paid professional clerical experience working with accounts or budgets.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week).