

CONFIDENTIAL ASSISTANT

JOB CODE: 6916
DEPARTMENT Tioga County Departments
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 5/09; Revised 12/2014; 07/19 Tioga Co. Personnel & Civil Service; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting an agency director by coordinating day-to-day administrative functions. Duties include, but are not limited to, program planning, budgeting, fiscal management and statistical record-keeping/reporting. Supervision may be exercised over clerical/support staff. Work is performed in accordance with policies and objectives outlined by the agency director. The position is distinguished from that of upper level clerical titles by virtue of its expanded scope of program support tasks, increased level of decision-making, and confidential support functions to an agency director. The incumbent possess a good understanding of the organization and work environment, personalities, programs, policies, and procedures of the agency to which the position is assigned to perform work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the formulation of policies and procedures for the administration of various agency programs;
- Plans and supervises the collection, tabulation and analysis of statistical and financial data;
- Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;
- Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
- Secures budget estimates from agency units and prepares preliminary draft of budget request;
- Supervises and expedites the preparation of records and reports;
- Reviews incoming mail and answers general correspondence;
- Participates in professional conference and training programs;
- Responsible for agency contracts (renewals, reviews, and filing);
- Monitors expenditures to maintain budgetary control;
- Verifies and reconciles the departments account balances;
- Notifies agency director of fiscal anomalies (i.e. payroll, purchase order expenses, cash reconciliations, etc.);
- May supervise assigned clerical/support staff;
- Prepares correspondence and performs other projects as assigned by the Director;
- May collect and record payments for fees;
- Performs related work necessary for the efficient execution of administrative functions of the agency;
- Assists in the process improvement review of administrative functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current principles and practices of business administration, accounting and budgeting; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and carry out complex oral and written instructions in a discrete manner; ability to maintain confidentiality; ability to plan, assign and review the work of others; ability to perform close, detail work involving considerable visual effort and strain; good judgment in solving complex clerical and administrative problems; tact and courtesy; physical condition commensurate with the demands of the position.

2. Confidential Assistant

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of full-time work experience (or its part-time equivalent) in business administration*; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of full-time work experience (or its part-time equivalent) as defined business administration*; **OR**
- c. Any equivalent combination of training and experience as defined by the limits of (a) or (b).

*Business administration is defined as work involving the coordination of human, physical and financial resources. Experience involves decision making with significant consequences in a combination of areas such as organizing priorities, evaluating and acting on financial records, financial and managerial accounting, organizational behavior, etc. Marketing is not considered to be equivalent to business administration.

Special Requirements: When employed by the Tioga County Public Health Department, possession of a valid driver's license appropriate to the vehicles operated or otherwise is able to demonstrate their ability to meet the transportation needs of the job. Must be available in the event of a public health emergency.