



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: Chqgov.com

ADMINISTRATIVE AIDE

Permanent Full-Time @ 40 Hours/Week
Salary starts @ \$19.76/Hour w/Benefits

Chautauqua County Department of Public Facilities is actively seeking qualified applicants to fill a Full-time Administrative Aide position located at the Jamestown Airport, Jamestown, NY office.

Position is full-time, 40 hours per week starting at \$19.76/hour. Chautauqua County Government offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

In order to be considered for this position - **ALL** applicants must meet the minimum qualifications listed below* and **MUST** submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment."

Mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

ADMINISTRATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is an important Principal-level para-professional position involving responsibility for the performance of a variety of duties designed to free the attention of the department or division head for technical matters, planning and policy making. An employee in this class assists in the execution of departmental procedures and regulations and acts as a key assistant to a department/division head. This position differs from lower-level clerical/operational titles by being a supervising assistant in support of a department/division head with tasks in support of departmental or division-wide operations. The work is performed in accordance with policies outlined by the department/division head permitting the employee considerable latitude for the exercise of independent judgment. Immediate supervision is exercised over a clerical and/or operations staff, unless the incumbent is the lone operations administrator for the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists superior in the execution of departmental procedures, regulations and operations;
Processes and follows up various requests for information;
Develops and maintains contacts with departments and other public and private agencies to assist in solving mutual problems and assists in developing improved services and public relations.
Acts as information clerk where a general knowledge of personnel, organization, department activities and established practices are involved;
Maintains master tables and data files by entering data and auditing data files;

Develops administrative support systems to facilitate the gathering, storage and creation of statistical report data and prepares related data base reports;
Assists in the resolution of data system issues by working with software vendors and other computer support staff;
Reads and makes recommendations or outlines alternatives on reports and special studies;
Reads incoming mail and answers routine correspondence;
Maintains good public relations;
Researches and prepares releases to the news media for department supervisor approval;
Attends meetings on behalf of supervisor when assigned;
Carries out a variety of more difficult and complex clerical tasks;
Assigns work, records work done and instructs new employees in the clerical work of an office;
Operates copier, fax machine, typewriter, computer terminal and other common office equipment;
May organize meetings, conferences and seminars;
May perform legal research or other para-professional tasks in a legal office;
May perform incidental typing;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of office management; good knowledge of office terminology, procedures and equipment; resourcefulness in the solution of administrative problems; ability to operate a computer keyboard to enter/retrieve data, maintain data tables and produce data reports; ability to lay out and supervise the work of others; ability to get along well with others and secure their cooperation; ability to understand and carry out oral and written directions; good judgment; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of an Associate's degree or two-year business college program in a secretarial science or business administration and two (2) years of clerical experience in an office environment; OR
- B. Completion of 60 semester credit hours with a concentration in business administration or secretarial science and (2) years of experience as listed in A above; OR
- C. Four (4) years of experience as listed in A above; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B & C above.