

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Board of Representatives**  
***Administrative Aide***

**\$37,899 - \$44,669**

**DATED: February 18, 2025**

**LAST DAY FOR FILING: March 3, 2025**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the performance of a variety of complex clerical and routine administrative duties within an agency. Work is performed under general supervision with leeway allowed for independent decision making regarding the application of agency policy and procedure. Supervision may be exercised over subordinate clerical employees. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Acts as secretary to a department head or other administrator;
- Conducts correspondence on matters where policies and procedures are defined;
- Answers telephone calls for information and makes proper referrals;
- Uses computer and computer programs in the design and creation of various forms of multimedia, websites and online registrations;
- Uses other automated office equipment for the purpose of maintaining office records and compiling reports;
- Schedules and makes appointments for the department head or administrator;
- Assembles a variety of data from office records for incorporation in various reports;
- Maintains budget control data, figures and statistical data for agency information purposes;
- Provides routine information to the public and/or other agencies on request and by direction of the department head or administrator;
- Process checks, bills, claims, vouchers, receipts, and code and file requisitions;
- Process and transport County mail and packages;
- Assists with printing tax bills for the Towns, Villages and School Districts;
- Inputs contract data into system;
- May interview and screen clients, salespersons and visitors;
- May collect fees and account for monies received;
- May instruct employees in the performance of specialized clerical work;
- May assign or review work of other employees;
- May maintain attendance records of office employees.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of agency policies and procedures; good knowledge of office terminology, procedures and equipment; good knowledge of business English and arithmetic; good knowledge of maintenance of financial accounts and records; ability to use computer, computer programs, and other automated office equipment; ability to understand and apply complex written and oral directions; ability to plan and supervise the work of others; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; depending on assignment, may be required to be a qualified typist; tact, courtesy, and integrity.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; **AND**

- (a) Graduation from a regionally accredited New York State registered two year college with an Associates' degree in business administration, secretarial science or similarly related field from a regionally accredited or New York State registered college or university; **OR**
- (b) Two (2) years of paid clerical work experience or its part-time equivalent which included typing and maintaining financial records; **OR**

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Successful completion of coursework in business administration, secretarial science or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for one (1) year of the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

**SPECIAL REQUIREMENTS:** A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)