

Canandaigua School - Vacancy

Starting rate: \$16.58/hr

12 month position

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

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DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer, or program manager. This position requires greater independent judgment and more thorough knowledge of an office's organization rules and regulations. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on complex administrative tasks to ensure the efficient workflow of an office. Employees in this class work under general supervision with wide leeway for independent judgment. Oversight of clerical subordinates may be exercised. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares correspondence, memorandum, reports, records, and other documents in final or draft form handwritten notes, rough drafts, marked copy, oral recordings, or data from various equipment as the source material;
Uses a typewriter and personal computer;
Composes and prepares correspondence on matters where policies and procedures are well-defined;
Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
Schedules conferences, meetings and makes travel arrangements;
Attends meetings, takes, and composes minutes of meetings and composes letters, articles, memoranda, and other materials;
Establishes and maintains confidential and general office files;
Receives, sorts, and distributes incoming mail;
Checks, codes, and processes requisitions, claims and bills;
Prepares and maintains financial, statistical and personnel records;
Monitors and tracks status of program activities;
Orders supplies and materials and maintains inventory;
Collects information to be used as a basis for reports and memoranda and prepares summaries;
Answers telephone and gives out information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and procedures; good knowledge of business arithmetic and English; good knowledge of the organization and functions of the office to which assigned; ability to handle routine administrative details independently; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to prepare and maintain program records and routine reports; ability to establish cooperative relations with the public and staff in other governmental and private agencies; ability to carry out oral and written directions; ability to collect information for program operations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's Degree, or higher, in office administration, office technology, secretarial science, or a closely related field, AND one (1) year of full-time paid general office clerical support experience, or its part-time equivalent, which must have involved the use of computers and computer software programs; OR

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MINIMUM QUALIFICATIONS: (Continued)

2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, as described above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 8/24/00, 7/2/14, 9/12/18, 12/10/18, 1/4/19; 1/12/21; 5/28/21; 9/7/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE