

## Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$50,000-\$65,000/yr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

### ADMINISTRATIVE ASSISTANT I

#### MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND one (1) year full-time paid work experience, or its part-time equivalent, of responsible office experience in a public or private business; OR
2. Possession of an Associate's Degree AND three (3) year of full-time paid work experience, or its part-time equivalent, of responsible office experience in a public or private business; OR
3. Graduation from high school or possession of a high school equivalency diploma AND five (5) year of full-time paid work experience, or its part-time equivalent, of responsible office experience in a public or private business.

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.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position assist a department by expediting, coordinating and interpreting to staff, departmental policies and procedures in administrative matters. Work involved handling the administrative details associated with managing a business office. Work is performed in accordance with policies and objectives outlined by the agency head, permitting the employee some leeway for the exercise of independent judgment. Employees may have responsibility for interpreting departmental policies to staff, and for training and supervising employees in work other than that of a technical nature. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Reads incoming correspondence and answers general inquiries;  
Answers phones and furnishes general office information;  
Assists superiors in planning and administering in-service training programs for staff, in office methods and procedures and other non-technical fields;  
Participates in the collection, tabulation, and analysis of statistical and financial data;  
Maintains contacts with other departments and agencies to assist in developing improved services and public relations;  
Gathers necessary data and information to assist in preparation and maintenance of budgets;  
May requisition, purchase, receive, inventory and process payment for department supplies and equipment, including processing of related purchasing records;  
Prepares reports and the maintenance of records;  
May interview applicants for work and advises superiors on hiring and related personnel matters;  
Orients and trains new employees;  
Confers with superior on departmental policy and operation;  
Schedules meetings for entire department personnel;  
Performs related work necessary for the efficient execution of administrative functions of the department.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communications;

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ADMINISTRATIVE ASSISTANT I

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  
(Continued)

Good knowledge of office terminology, procedures and equipment;  
Good knowledge of business arithmetic and English;  
Working knowledge of statistical techniques;  
Ability to train and supervise employees in office methods and procedures;  
Ability to organize and layout work for others;  
Ability to get along well with subordinates and others and to secure their cooperation;  
Ability to work with a personal computer and office equipment;  
Ability to establish and maintain effective working relationships;  
Ability to effectively communicate in English both orally and in writing;  
Aptitude for understanding departmental organizations, functions, laws, policies, regulations;  
Resourcefulness; tact; courtesy; dependability;  
Physical condition commensurate with the demands of the position.

APPROVED: JUNE 13, 2025  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE  
JURISDICTION: WAYNE-FINGER LAKES BOCES  
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES