

**ADMINISTRATIVE ASSISTANT
CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES
FULL-TIME @ 40 HOURS/WEEK, STARTING @ \$27.61/HOUR + BENEFITS**

Chautauqua County Department of Public Facilities is seeking applications for an Administrative Assistant in the Falconer, NY office. The Administrative Assistant is a responsible administrative and supervisory position charged with the effective implementation and direction of all central office functions for a department or agency director. Under general supervision, the incumbent works within policy guidelines established by the director with latitude granted for the use of independent judgment in determining operating methods and controls. Supervision is exercised over the department's clerical and operations support staff. Does related work as required.

Typical Work Activities:

- Maintains supervisory control over the operations of the office;
- Assists superior in the formulation of departmental procedures and regulations;
- Directs the development and maintenance of all departmental records and reports (e.g., fiscal reports, payroll, personnel records, reimbursement and operations reports, etc.);
- Assists with the preparations of the department's budget;
- Approves and submits accounts payables, time and attendance and purchase orders to the central fiscal office;
- Prepares and executes agreements of services and contracts;
- Assigns work and supervises staff assigned to clerical and operational duties;
- Coordinates security measures and compliance standards for specialized databases and other program access for the agency;
- Prepares and administers agency grants;
- Reviews office correspondence and responds to inquiries for information;
- Sets up meetings, schedules appointments and arranges for travel for agency officials;
- Performs incidental account keeping and reconciliations.

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

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Candidates must be currently, permanently employed in the title of Principal Account Clerk within the Department of Public Facilities and held such qualifying title for three (3) years at the time of application and appointment.