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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ADMINISTRATIVE ASSISTANT I
Code: 080030 FLK
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Competitive

GENERAL STATEMENT OF DUTIES

Performs a variety of administrative functions.

COMPLEXITY OF DUTIES

Under general supervision, the duties of this staff position involve the setting up of practices and procedures and the solving of administrative problems.

TYPICAL DUTIES

1. Studies and analyzes operational procedures and prepares reports.
2. Establishes procedures for such areas as attendance, inventory, or use of facilities.
3. Reviews and replies to correspondence.
4. Assists administrative superior in the implementation of policies and procedures related to budget, personnel, or physical facilities.
5. Performs public relation duties in conjunction with administrative functions, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of public administration.
2. Some knowledge of statistics, governmental accounting, and personnel administration.
3. Ability to organize material and establish procedures.
4. Ability to conduct studies and evaluate results.
5. Ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university.

NOTE: Office clerical experience may be substituted for college education on a year-for-year basis, up to a maximum of four years, of which one year must have been at an office management or supervisory level.

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