



Position:	Administrative Assistant – Full-time, 12-month, non-unit, competitive civil service position.
Location:	Special Education Department at OAOC in Milford.
Responsibilities & Qualifications:	<p>Responsibilities include, but are not limited to, providing various confidential administrative and office support to the Director of Special Education Services. Candidates must have the ability to handle administrative tasks independently and possess strong communication and interpersonal skills.</p> <p><u>Civil Service Job Description</u></p> <p><u>Distinguishing Features of the Class</u></p> <p>This is an important administrative position, the primary purpose of which is to free the time of the department head for planning and policy-making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the executive, permitting the employee wide leeway for the exercise of independent judgment in applying policy to specific cases. Employee has responsibility for interpreting departmental policies to staff and for training and supervising employees in work other than that of a technical nature.</p> <p><u>Typical Work Activities</u></p> <p>Assists superiors in planning and administering in-service training programs for staff, in office methods and procedures and other non-technical fields; Plans and supervises the collection, tabulation and analysis of statistical and financial data; Supervises and expedites the preparation of reports and the maintenance of records; Reads incoming mail and answers general correspondence; Interviews 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 periodic staff conferences for entire departmental personnel; Prepares special studies on the operations of the department and makes confidential investigations as required by officials; Performs related work necessary for the efficient execution of administrative functions of the department.</p> <p><u>Required Knowledges, Skills and Abilities:</u></p> <p>Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and to secure their cooperation; pleasing personality and appearance; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; good physical condition.</p>

	<p>Acceptable Training and Experience: Either:</p> <ul style="list-style-type: none"> (a) Graduation from high school or possession of a high school equivalency diploma and five years of full-time paid responsible office experience in a public agency or private business including at least one year in a supervisory capacity; or (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in business or public administration and two years full-time paid experience in a public agency or private business including at least one year of responsible supervisory office experience.
Starting Salary:	\$28,000 - \$32,000 based upon education and experience.
Starting Date:	As soon as possible.
Apply To:	www.olasjobs.org/southern
Additional Information:	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>