



**OFFICE ASSISTANT**  
Department of Community and Family Services  
Salary: \$31,712

This is a provisional appointment pending a future civil service examination. This position provides secretarial support to a unit or department. While actual duties vary according to unit needs, the incumbent primarily performs skilled keyboarding in producing a variety of correspondence, reports, manuals, brochures and case records. In many cases, the work is transcribed from Dictaphone or similar media. Other major functions usually include reception and the taking of notes for meetings. In addition, the incumbent provides a variety of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. The position differs from Receptionist by its primary focus being skilled keyboarding (i.e., word processing and data entry), whereas the Receptionist is the primary contact point for an office or department. The position differs from Program Assistant in that Program Assistant is involved with directly providing information and services concerning a distinct program to the public, a group of clients or other distinct units or departments. The position of Office Assistant primarily provides secretarial support as opposed to direct program support. The work is performed under generally well established procedures, with most independent judgment being exercised while performing reception-type duties. This position does not supervise other employees, but may direct the work of aides, interns, temporary employees and other lower level employees.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Performs skilled keyboarding to produce correspondence, reports, tables and charts, case histories and to maintain large data bases; performs reception work, including providing routine information concerning unit procedures and services, collecting fees, scheduling appointments, referring callers to appropriate staff and taking detailed messages; gathers, extracts and copies information for use by technical and professional staff; opens new records to program by entering information into system, sending out necessary forms and documents and creating files and labels; files materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction; maintains records of time and benefit usage, employee certification and training; opens, time stamps, sorts and distributes mail; takes longhand minutes, prepares summary notes and submits to chairperson or administrator for approval before distribution; reviews records and documents for completeness, compliance with departmental standards and for accuracy; performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of one year (30) credits of college or business school or secretarial school;  
OR: (B) One year of full-time general office experience;  
OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENTS:**

1. Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.
2. In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before September 15, 2017 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

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