

OFFICIAL POSTING
CATSKILL CENTRAL SCHOOL DISTRICT
Central Administration
Catskill, New York 12414

Posting Date: October 21, 2021

This official re-posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

ANNOUNCING THE FOLLOWING ANTICIPATED NEW VACANCY FOR 2021 – 2022

Position: Anticipated Administrative Aide (Provisional) - New

Assignment: Current assignment is the Business Office

Hours: 8 hrs. per day

Salary: Per CSEA Contract

Effective: As soon as possible

Deadline: October 29, 2021

Civil Service: This is a Civil Service title position. The successful candidate must be eligible to take and pass the Civil Service exam when it is next available.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. The Administrative Aide position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc.; management of complex records systems and assisting administrators and professional staff in the performance of routine, less difficult, but highly structured tasks. Specific tasks will vary depending on the functional area and program objectives of the agency to which the employee is assigned. The work is performed under the general supervision of a higher-level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as other related activities not described). Compiles data and background material to assist in various administrative/professional activities;

Maintains and processes complex records, including computerized records requiring advanced knowledge of program procedures; Maintains office records and statistics using database or spreadsheet software; Schedules and arranges meetings, conferences, appointments, confidential matters, special events, etc.; Prepares a variety of reports related to work; Opens, reads, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence; May compose and prepare responses to letters concerning program, policies and procedures for own or administrator's signature; Type correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;

Prepares and maintains files of correspondence, documents and records; Transmits instructions from administrator to appropriate staff verbally, in writing or electronically, and follows up to ensure instructions were followed and deadlines were met;

Screens phone calls and/or visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office; May act as a personal secretary to an administrative leader or a large unit, agency or department, which may include

composing letters in reply to routine inquiries for information; May perform the more confidential aspects of the administrator's work, including maintaining and processing personnel data and information such as evaluative reports and disciplinary proceedings; May prepare and/or update lists, forms, statistical data, news releases or letters on a personal computer and/or use web authoring programs, such as Excel, Access or Power Point; Operates a personal computer, peripheral equipment and other related offices machines and equipment; Orders office supplies and maintains inventory of supplies and equipment.

Full Performance Knowledge, Skills, Abilities And Personal Characteristics: Good knowledge of office terminology, procedures and methods; Good knowledge of the department and/or agency's programs, objectives and goals; Working knowledge of business arithmetic and English; Working knowledge of modern business machines and equipment; Ability to compile data and background information; Ability to prepare and maintain a variety of records and reports; Ability to communicate effectively both verbally and in writing; Ability to establish a rapport with others for purpose of obtaining or conveying information; Ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet and databases; Ability to follow complex verbal and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical or administrative experience involving typing and computer skills.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) Legislation, Chapter 180 of the Laws of 2000; and by the Regulations of the Commissioner of Education; candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Please submit a letter of interest to: Dr. Ronel Cook, Superintendent
343 West Main Street
Catskill, NY 12414
518-943-7116 Fax
mfavicch@catskillcsd.org

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age, disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.