

GLOVERSVILLE-JOHNSTOWN JOINT WASTEWATER TREATMENT FACILITY

191 Union Avenue

Johnstown, NY 12095

581-762-3101

wastewater@gjwastewater.com

JOB OPPORTUNITY:

Administrative Aide

Applications may be obtained at Gloversville-Johnstown Joint Wastewater Treatment Facility, or at the Fulton County Personnel Office.

Duties

- Provides information over the phone and to visitors on program services and requirements, which may involve scheduling appointments, assisting individuals in applying to services or explaining procedures and program processes.
- Confers with superior on department policy and operation.
- Prepares letters, memoranda, reports, minutes and other documents.
- Compiles data and background material to assist in various administrative/professional activities.
- Maintains and process complex records including computerized records requiring advanced knowledge of agency services and procedures.
- Coordinate the maintenance of and prepare agency financial, payrolls, personnel, and attendance records.
- Assists professional staff in analyzing and evaluating methods, procedures, forms, applications, etc.
- Opens reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence.
- Prepares responses to letters concerning program, policies and procedures for own or supervisor's signature.
- Designs, sets up and maintains files of correspondence, documents and records.
- Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure, and/or refers to appropriate party or office.
- Transmits instructions from supervisor to appropriate staff orally, in writing or electronically and follows up to see that instructions are followed and deadlines are met.
- Orders office supplies and maintains inventory of supplies and equipment.
- Supervises and participates in the collection, tabulation, and analysis of data.
- Prepares a variety of reports related to work.
- Schedules and arranges conferences, meetings, special events, etc.

Minimum Qualifications

-Graduation from a high school or possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Management, Office Administration, Office Management, Secretarial Studies, Office Technology, or related field, and three years of clerical or administrative experience involving operation of a personal computer.

- B. Five years of clerical of administrative experience involving the operation of a personal computer.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

- Good knowledge of office terminology, practices, procedure, methods and equipment.
- Good knowledge of the policies, procedures, rules and regulations governing the agency to which assigned.
- Working knowledge of the agency's programs, objectives, and goals.
- Ability to operate a personal computer, compile data, prepare and maintain records and reports.
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills.
- Ability to assist in reviewing and evaluating program procedures, methods, forms, etc.
- Ability to keyboard at an acceptable rate of speed.
- Ability to follow complex oral and written instructions.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, qualifications, or working conditions associated with the role. Job is subject to rules and regulations of Fulton County Civil Service Commission.

Job Type: Full-time, in person.

Salary: \$ \$59,000 - \$62,000 per year