

## **NOTICE OF UPCOMING JOB VACANCY**

TITLE: Administrative Assistant

DEPARTMENT: DPW

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 15 \$35,820/yr to \$51,029/yr. (\$19.68 to \$28.04/hr)  
(With longevity increments when applicable)

ELIGIBILITY: All City Employees who meet the minimum qualifications  
Grade 10 or higher

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible office management and administrative work performed within a City Department. The employee in this position manages and organizes the central department office and assists the Department Head in coordinating all activities with the Department, including but not limited to records control and special management studies. The work consists of supervising and performing a variety of tasks, including file management, preparing correspondence, compilation of data, assisting in research activities and budget control. Direct and general supervision is received from the Department Head. Supervision may be exercised over clerical staff. The Administrative Assistant performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL:**

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have served continuously on a permanent basis in a clerical position in Grade 10 or higher for two (2) years immediately preceding the date of the written exam.

#### **OPEN-COMPETITIVE: EITHER**

(A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business Administration, Education or related field and two (2) years' experience in a position involving office management, business management or administrative work;

**OR**

(B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Business Administration or related field and four (4) years' experience as defined in (A);

**OR**

(C) Graduation from high school and six (6) years' experience as defined in (A).

**NOTE:** At least two (2) years of appropriate experience is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years' experience; high school graduation is required; additional experience beyond six (6) years cannot be substituted for high school graduation

SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 17  
Karen.bush@niagarafallsny.gov

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) DAYS FROM APRIL 19, 2021**