

## **ADMINISTRATIVE ASSISTANT (SPANISH-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is general administrative work of a moderately complex nature involving the responsibility for coordinating and monitoring projects and programs and researching and compiling information to resolve problems. This title is distinguished from that of an Administrative Assistant in that some of the duties performed in this position require the incumbent to possess a speaking and reading ability in Spanish at a fluency level indicated below in the notes. The work is performed under the general direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates all phases of assigned projects and programs;  
Assists in the development and implementation of new programs;  
Assists with a variety of administrative functions (e.g., researching and compiling information to resolve problems, etc.);  
Researches and prepares financial and statistical reports;  
Maintains budget records and assists and provides input with the budget process and preparation;  
Responds to a variety of correspondence, usually of a confidential and/or non-routine nature;  
May oversee the processing of payroll data and maintains related records;  
May conduct onboarding for new employees as well as on-going training to staff, as needed;  
May prepare drafts of press releases;  
May act as a liaison with local and state agencies;  
May represent the Department Head at a variety of meetings, forums and legislative proceedings.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of current business administrative practices and procedures; good knowledge of coordinating and monitoring projects and programs; good knowledge of maintaining files and records; ability to carry out complex oral and written instructions; ability to prepare written reports; ability to understand and interpret written material; ability to communicate effectively, both orally and writing; ability to read, speak and understand colloquial Spanish; ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and one (1) year of experience which involved administrative duties\*.

### **NOTES:**

1. A Bachelor's degree or higher in Business, Public or Education Administration or comparable degree may be deemed fully qualifying.
2. Graduation from high school or possession of an equivalency diploma plus additional years of the required experience may be substituted for the college degree on a year-for-year basis.
3. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g., technical engineering, medicine,

(over)

etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.

\*Administrative duties include planning, resource allocation, policy formulation, program evaluation, budgeting and coordinating activities among work units or between agencies, etc.

R.C.D.P. (10.20.2023) 05.20.2025  
Competitive

01.27.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.