

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department Binghamton-Johnson City Joint Sewage Treatment Plant	Bureau, Division, Unit or Section "	Location of Position 4480 Vestal Road, Vestal, NY 13850
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2. Description of Duties:

Job Title: Administrative Support Specialist

Percent of Work Time	Job Duty
75%	<p>Accounts Payable duties as follows:</p> <p>Maintain all accounts payable files to include filing invoices in designated areas and updating vendor information</p> <p>Match receipts and contracts with vendor invoices to assure accuracy and prepare for system entry daily</p> <p>Enter appropriate information into accounting systems timely and accurately</p> <p>Make computations, prepare purchase orders, code invoices and ensure receipt of necessary approvals</p> <p>Ensure payments of invoices are timely and accurate</p> <p>Monitor all paperwork, invoices, correspondence, and verbal communication with vendors</p> <p>Research and respond to all accounts payable inquiries in a prompt manner</p>
15%	<p>Administrative Duties as follows:</p> <p>Perform routine administrative duties required for the implementation and coordination of Plant projects and procurement including, but not limited to, answering the telephone; transferring calls; taking messages greeting visitors; receiving mail and deliveries; composing, sending and receiving emails; maintaining logs</p> <p>Organizes and maintains central filing systems and procedures (W-9, Certificates of Insurance, etc.)</p> <p>Assist in monitoring and updating inventories as well as preparing orders for replenishment</p> <p>Assist in maintaining labor, material and operational cost records</p> <p>Research and compile data; prepare financial and statistical reports</p> <p>May author routine correspondence required for the daily operation and implementation of the mission</p> <p>Provide administrative, clerical and typing support as assigned to assist others</p> <p>Does related work as required</p>
10%	<p>Payroll Duties as follows:</p> <p>Assist in compiling payroll data, payroll preparation, and submitting to third party for payment</p> <p>Track and update employee accruals monthly</p>

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Billie J. Goodson	Business Manager	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
(none)		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
(none)		

6. What minimum qualifications do you think should be required for this position?

Education: High School X Years
 College _____ Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type)

- (a) Graduation from a regionally accredited or New York State registered college with an associate's degree in business administration, or a related field and two years of clerical experience primarily involving data entry on a personal computer and the maintenance of financial accounts and records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six years of clerical experience primarily involving data entry on a personal computer and the maintenance of financial accounts and records; or
- (c) An equivalent combination of training and experience within the limits of (a) and (b).

Essential knowledges, skills, and abilities:

Working knowledge of accounts payable processes and certified payroll procedures; working knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to make mathematical computations accurately at an acceptable rate of speed; good knowledge of commonly used concepts, practices, and procedures within the accounting field; working knowledge of the practices of data entry operation; ability to operate a personal computer, including for data entry and retrieval work, and utilize common desktop software including word processing, accounting, spreadsheet and database at an acceptable rate of accuracy and speed; ability to follow written and oral instructions; ability to work independently; ability to get along well with others; tact and courtesy; physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: **8/17/2022** Title: **Business Manager** Signature: _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: **Administrative Support Specialist (Wastewater Facilities)**

Jurisdictional Classification: Competitive

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

Return One Completed Copy To Civil Service Commission

August 30, 2022