

NEW CASTLE COUNTY GOVERNMENT

Number 0270

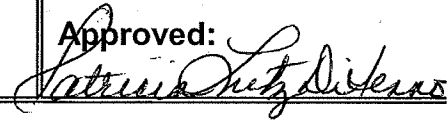
CLASS SPECIFICATION

Page 1 of 2

Date 05/01/03

Title: BUDGET OFFICE ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Performs technical and entry-level administrative duties in the budget area of the Office of Finance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of duties to assist the Office of Finance with the preparation and maintenance of the annual operating and capital budgets and related publications, amendments, ordinances, schedules, and other items. Responsibilities include collecting and reviewing data; calculating percentages and figures for budget tables; assisting in the lay out and design of publications; typing publications, reports, and manuals; drafting ordinances and other legislative items. The work involves extensive use of a variety of software programs including word processing, spreadsheet, and publishing programs. Responsibilities also include coordinating the activities of the office to include monitoring incoming mail and priority items, deadlines, schedules, hearings, meetings, and information requests to ensure that daily operations are carried out. This employee supervises clerical support staff and works under the supervision of a Senior Financial Officer or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Coordinates budget submissions and assists in preparing schedules including equipment lists, new positions, budget deletions and additions, and cross-charges;
- Calculates percentages and figures for budget tables;
- Assists in the design and layout of a variety of publications, reports, and manuals;
- Types information for publications, reports, and manuals;
- Assists in preparing ordinances, budget amendments, requisitions, equipment outlay forms, position control data, and other transactions;
- Trains and supervises clerical personnel;
- Coordinates daily activities including priority issues, mail, deadlines, budget hearing schedules, meetings, and other activities;
- Maintains records and files and compiles related reports;
- Records, processes, monitors, tracks, and files budget-related forms and other forms;
- Performs a variety of office tasks to assist the overall management of the office and other office personnel;
- Drafts and prepares correspondence;

NEW CASTLE COUNTY GOVERNMENT

Number 0270

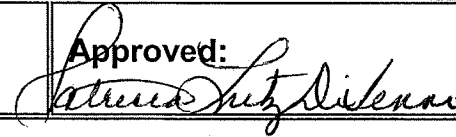
Page 2 of 2

Date 05/01/03

CLASS SPECIFICATION

Title: BUDGET OFFICE ASSISTANT

Approved:



- Inputs information into the financial systems;
- Assists with special projects as directed;
- Maintains up-to-date knowledge of, and proficiency in the use of, a variety of software programs required in the course of the work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of office terminology, procedures, and equipment; good knowledge of business mathematics and English; ability to type 40 words per minute with accuracy; ability to operate word processing equipment, a data processing terminal, a personal computer, and other related equipment; skill and proficiency in the use of a variety of software programs to design, lay out and prepare spreadsheets, charts, manuals, reports, and publications; ability to follow complex oral and written directions; ability to maintain complex clerical records and to compile related reports; ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies; ability to make complex mathematical computations rapidly and accurately; ability to establish and maintain effective working relationships with others; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; ability to draw valid conclusions; tact and courtesy; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of experience working with a variety of computer equipment and advanced software programs and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 11/14/95
Revised: 07/01/97
Revised: 11/01/98
Revised: 05/01/03