

DEPARTMENT: NIAGARA COUNTY CLERK
CLASSIFICATION: EXEMPT APPROVED BY NYSCSC 09/09/2008
APPROVED: APRIL 3, 2009

CONFIDENTIAL SECRETARY – COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the confidential secretary to the Niagara County Clerk and provides clerical support to the County Clerk's Office. Responsibilities include routine office functions such as scheduling appointments, answering phones, filing, opening and distributing mail, maintaining inventory, purchasing, and maintaining files, etc. When assigned, the incumbent assists with departmental payroll and with the collection of cash and check funds. This is important office support work involving the exercise of independent judgment in planning the details of the work. The incumbent works under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as confidential secretary to the Niagara County Clerk;
2. Serves as receptionist for the County Clerk and First Deputy, taking messages, arranging appointments, and referring and receiving callers for them in the Recording Office, Pistol Permit Office, Historian's Office, Veteran's Service Agency, Records Management Program and three Department of Motor Vehicle Offices;
3. Receives, opens, date stamps and distributes mail;
4. Prepares and responds to departmental correspondence, composes letters, memos and required documents;
5. Maintains office inventory and purchases office supplies;
6. Inputs vouchers into a computerized accounts payable system and submits them to Audit Department for payment;
7. Arranges and maintains confidential and non-confidential files;
8. Assists the public with routine questions by phone, fax and email;
9. Prepares, compiles and types various lists, statistical reports and forms;
10. Keeps schedule and diary of work and appointments;
11. Acts as United States Passport Acceptance Agent and liaison to the Boston Passport Agency;
12. Attends required meetings and takes minutes;
13. Maintains database of archival collections;
14. Collects, reconciles and tracks incoming cash and check funds when assigned;
15. May assist with department payroll when assigned;
16. Utilizes a personal computer and common office software programs including word processing, spreadsheet and databases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, methods, and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern office machines and the organization and functions of the office; good knowledge of legal terminology; working knowledge of state and local laws governing county clerk functions; skill in preparing reports; skill in the use of a personal computer and modern office software; good organizational skills; skill in establishing priorities and gaining the cooperation of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to understand and follow complex oral and/or written instructions; ability to project a professional image; ability to establish and maintain effective working relationships; ability to establish priorities; ability to maintain confidentiality; ability to maintain files and prepare reports; ability to exercise good judgment; initiative and resourcefulness; tact and courtesy; integrity; neat professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma **and**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Secretarial Science and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **or**

Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.