

**DEPARTMENT:** LEWISTON PUBLIC LIBRARY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 18, 2006

**CONFIDENTIAL SECRETARY - LIBRARY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing clerical and financial record-keeping duties for the Lewiston Public Library. The incumbent acts as recording secretary to the Library Board of Trustees. The incumbent receives general supervision from the Library Director. Independent judgment is exercised in the accomplishment of daily tasks. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains all financial records (i.e. payroll records, vouchers, computerized accounts);
2. Generates and compiles monthly Board of Trustee reports, agendas and minutes and may assist in compiling annual state reports;
3. Maintains payroll, tax, and leave accrual records and completes necessary monthly/quarterly/annual reports;
4. Conducts all banking including the opening and closing of accounts, the updating of signature cards and collateral agreements, the recording of transactions, and the balancing of accounts;
5. Coordinates annual income programs and performs all related accounting and clerical duties necessary to promote, organize and complete these programs;
6. Greets the public and answers phones to provide general information as required;
7. Performs routine circulation, reserve and overdue functions including reserving library materials for readers, explaining lending rules, and using a computer work station to process library cards, overdue notices, records and other related information;
8. Performs routine searches of bibliographical data using standard sources and on-line card catalog;
9. Orders all necessary office supplies;
10. Types office correspondence as needed;
11. Maintains Library records in accordance with Records Retention policies;
12. Attends Board meetings and required training sessions.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures, and equipment; thorough knowledge of general financial record-keeping practices; thorough knowledge of business arithmetic and English; good knowledge of general office and financial record-keeping software; good knowledge of organization and functions of the office; skill in maintaining personnel and activity control records and in preparing reports; ability to understand and follow complex verbal and written instructions; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma:

- AND:** 1. 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 and three (3) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level;
- OR:** 2. Five (5) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive or administrative level.