

DEPARTMENT: *SEE BELOW
CLASSIFICATION: *SEE BELOW
APPROVED: FEBRUARY 18, 2000

CONFIDENTIAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: Works under the general direction of the Department Head who assigns and directs work. Frequent exercise of independent judgment is required, acts as representative of Department Head in passing on instructions to departmental or agency employees. Serves as personal secretary to the Department Head, handling his/her correspondence, keeps confidential files and records, makes appointments, and prepares required documents. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types from electronic dictation equipment letters of a specialized and technical nature;
2. Answers correspondence, composes reply letters for the signature of the Department Head or his/her assistants; may be empowered to sign Department Head's name to letters on matters that are routine or of minor importance;
3. Serves as a receptionist for Department Head; taking messages, arranging appointments and referring callers;
4. Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;
5. Takes and transcribes minutes of meetings;
6. Screens mail received, keeps schedule of diary of work and appointments;
7. Attends to routine office functions such as payroll and personnel input, office inventory, maintenance of required books and publications, preparation of department's budget, maintenance of department's books and files;
8. Maintains County records and makes annual County reports to agencies as required;
9. Collects data and compiles confidential reports;
10. Orders all office supplies and gives direction to work projects, assigning work to and supervising subordinate clerical employees assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of organization and functions of the office; good knowledge of legal terminology; skill in maintaining personnel and activity control records and in preparing reports; skill in transcribing electronic dictation; ability to plan, supervise, coordinate and review the clerical work in the office; ability to understand and follow complex oral written instructions; ability to get along well with other; 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 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: 2. 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.

***CONFIDENTIAL SECRETARY TO:**

County Attorney (#1)
County Attorney (#2)
Data Processing
District Attorney
Health
Mental Health
Sheriff
Social Services' Commissioner
Treasurer

***CLASSIFICATION:**

Exempt
Competitive
Competitive
Exempt (approved 12/17/2001)
Competitive
Competitive
Exempt
Non-Competitive
Exempt