

DEPARTMENT: NORTH TONAWANDA
CLASSIFICATION: EXEMPT APPROVED BY STATE CSC 05/19/2003
APPROVED: MARCH 5, 2002

CONFIDENTIAL SECRETARY TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as confidential secretary to the Mayor and is responsible for performing difficult and complex secretarial tasks. The work involves responsible secretarial tasks requiring a high degree of mature judgment and knowledge of City Departments and procedures. The incumbent acts as the Mayor's representative in passing on instructions to departmental or agency employees and department heads. Work is performed under the general direction of the Mayor who assigns and directs work. Frequent exercise of independent judgment is required. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

1. Serves as personal secretary to the Mayor;
2. Answers and screens phone calls for the Mayor including receiving complaints and attempting to resolve them;
3. Prepares the Mayor's schedule, arranges appointments and meetings, and prepares all information needed by the Mayor for such;
4. Responds to correspondence, composes all letters, memos and required documents;
5. Receives, opens and directs mail;
6. Inputs all confidential correspondence dictated by the Mayor;
7. Serves as liaison for informational purposes between department officials and public/non-public officials;
8. Provides instructions to department heads regarding the directions of the Mayor;
9. Performs routine office duties such as maintaining inventory, purchasing office supplies, and maintaining required books, committee records and appointments;
10. Maintains office records and performs support staff activities unique to the Mayor's office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of secretarial practices; good knowledge of office terminology, practices procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the organization and functions of the office; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to understand, interpret and follow verbal and written instructions; ability to get along well with others; high clerical aptitude; good judgment, initiative, and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

To be determined by the appointing authority at the time of appointment.