

SECRETARY

TOMPKINS COUNTY

Department Various locations
Classification Competitive
Labor Grade J(10) TC3: G
Approved 3/20/90, Bd. Res. 113
Revised 5/91; 6/00
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for independently performing complex clerical operations and for relieving the head of a department or major division of administrative details such as calendar management, meetings, and conference arrangements, and relieving the official of contacts which should properly be made with subordinate officials. The work calls for frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. Employees in this class work under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in maintaining contacts with units under an administrative official's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the superior's signature;
Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;
Maintains personnel files for superior, and directs the operation of the files system of the agency (both manual and computerized);
Receives and reads all mail addressed to superior, personally answering many letters, and attaching background material to that referred to superior for action;
Keeps complex records of the activities of an agency;
May be required to take notes at meetings;
Types correspondence, memorandum, meeting minutes and reports and other documents as necessary using a typewriter, word processor, or personal computer;
Participates in other administrative functions such as interviewing personnel, processing of personnel and payroll records, departmental budget preparation and control;
Assigns work, furnishes guidance while work is in progress and reviews finished work on completion;
Maintains office discipline and output;
Trains new employees.

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SECRETARY (CONT.)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan and supervise the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in secretarial sciences or closely related field and two years of clerical experience in an office setting which involved typing using a typewriter or word processor, or personal computer; OR
- (b) Four years of clerical experience in an office setting which involved typing using a typewriter, word processor, or personal computer; OR
- (c) Any equivalent combination of training and experience as indicated by the limits of (a) and (b) above.