

CONFIDENTIAL SECRETARY TO THE CHAIRMAN AND VICE-CHAIR OF THE
BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chairman and Vice-Chair of the Board of Legislators, the incumbent of this position performs executive secretarial tasks of a highly confidential and sensitive nature, relieving the Chairman and Vice-Chair of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, the press, and the general public. The incumbent is appointed by and serves at the discretion of the Chairman and Vice-Chair of the Board. This position must also exercise a considerable amount of independent judgment in providing efficient administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial and administrative support tasks for the Chairman and Vice-Chair of the Board, including confidential correspondence, preparing reports and minutes of meetings, gathering supportive documentation and maintaining highly confidential files and other material essential for use by the Chairman, Vice-Chair and staff;

Develops and maintains all office support procedures both directly and through supervision of staff to ensure that clerical support tasks are performed in a timely and efficient manner and for effective office management using current applications for office automation;

Coordinates the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among clerical staff, and makes recommendations to the Chairman and Vice-Chair of the Board to improve office practices and procedures and is responsible for their implementation;

Screens inquiries from employees, public officials, the press and the general public addressed to the Chairman and Vice-Chair of the board, gathers appropriate material from the Chairman and Vice-Chair and other management staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Opens and screens mail addressed to the Chairman and Vice-Chair, answers routine mail independently and routes other mail with background material as necessary;

Maintains highly confidential records and files for the Chairman and Vice Chair of the Board, ensuring that the material is properly marked, secured and accessible for immediate use by the Chairman and Vice-Chair and appropriate staff;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

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EXAMPLES OF WORK: (Cont'd)

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required, and preparing and distributing the finalized agenda;

Assist in the supervision of general office procedures and automated office procedures and assists in developing recommendations for improvement to same;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; thorough knowledge of legal and legislative terminology and procedures; good knowledge of secretarial skills, including business English, word processing, business arithmetic; ability to compose and edit letters and memoranda; ability to operate automated office equipment using current word processing and PC applications to produce correspondence, reports and records; ability to carry out varied administrative functions in support of a large department; initiative; tact; discretion; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment.

SUBSTITUTION: 30 college credits* may be substituted for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York Stated Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Unclassified
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Job Class Code: C2929
Job Group: XI