

SECRETARY TO COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Executive, the incumbent of this class is responsible for relieving the County Executive of a considerable amount of administrative detail and initial contact with administrative staff and the public. This work involves independent judgment on questions of administration and procedure and may involve supervision of a small office support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes appointments for the County Executive and Deputy County Executive, arranging conferences and meetings and maintaining an appointment calendar;

Arranges and follows through on materials and documentation needed from other departments and outside sources;

Assembles and forwards material and documentation requested of the County Executive on County programs, services, issues, etc.;

Prepares correspondence and reports independently or from brief oral or written instructions;

Types correspondence, reports, charts, etc., either on a typewriter or word processing equipment;

Researches and collects information needed in the preparation of reports, memoranda, and other documents;

Maintains records of a complex and confidential nature;

Acts as liaison with other members of the County Executive's staff, Board of Legislators staff and other County officials;

In some instances, lays out and supervises the work of office assistants for special projects.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of administrative techniques and procedures; ability to handle administrative details independently, including the preparation of important letters and memorandum; ability to type at a speed of not less than 35 words per minute; ability to make clear and accurate analyses of facts, figures and processes; ability to carry out complex oral and written directions; ability to present data, reports and comments clearly and concisely in either oral or written forms; ability to deal effectively people and situations and adopt an effective course of action; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the requirements of the position.

SUGGESTED TRAINING AND EXPERIENCE: (a) High school or equivalency diploma and five years of secretarial experience, three years of which must have been at the executive secretarial level; or (b) a Bachelor's Degree* and one year of executive secretarial experience; or (c) a satisfactory equivalent combination of the foregoing training and 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 State Department of Education as a post-secondary, degree-granting institution.

West Co.
J.C.: Competitive
WPP1

Job Class Code: C0904
Job Group: X