

SECRETARY TO THE EXEC DIRECTOR OF THE HUMAN RIGHTS COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Director of the Human Rights Commission, the incumbent of this position performs executive secretarial tasks; relieving the Executive Director of the Human Rights Commission 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 the Executive Director of the Human Rights Commission and serves at the discretion of the Executive Director. The incumbent also serves as office manager for the administrative unit of the department, ensuring orderly and efficient administrative and clerical support. Supervision is exercised over clerical and secretarial support staff in the Office of the Executive Director of the Human Rights Commission. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Executive Director, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Executive Director;

Maintains calendar of appointments for the Executive Director of the Human Rights Commission, ensuring the Executive Director is apprised of all appointments and changes as well as matters requiring immediate attention;

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;

Maintains all files for the Executive Director and some administrative staff; ensuring that material is properly marked and accessible for immediate use by the Executive Director and/or staff;

Coordinates and directly supervises the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among departmental staff;

Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the Executive Director, gathers appropriate material from the Executive Director and administrative 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 Executive Director and some administrative staff; answers routine mail independently and routes other mail with background material as necessary;

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

EXAMPLES OF WORK: (Cont'd)

Coordinates all travel arrangements for the Executive Director and staff as required;

Coordinates the work flow of Department-wide assignments and insures the proper integration of all clerical, word processing and professional resources;

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

Exercises overall responsibility for the supervision of general office procedures and automated office procedures and assists in developing recommendations for improvements to same;

Performs special and confidential assignments as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, business arithmetic; ability to compose and edit letters and memoranda; ability to comprehend the varied activities of the department sufficiently to handle the mass of items passing through the Executive Director of the Human Rights Commission's office; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; poise; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: Graduation from high school or an equivalency diploma and either: (a) seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment; or (b) satisfactory completion of 30 credits* at a recognized college or business school 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 State Department of Education as a post-secondary, degree-granting institution.

West Co.
J.C.: Pending
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Job Class Code: C3287
Job Group: IX