

SECRETARY TO COMMISSIONER OF PUBLIC WORKS  
(Greenburgh, New Castle)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs responsible and confidential work as an executive secretary to the Commissioner of Public Works, which involves receiving and handling inquiries, complaints, and requests related to departmental activities. This position requires a full range of skill in the operation of computers in compiling and producing correspondence, reports, records, files, etc. This position relieves the Commissioner of duties that do not require his/her personal attention by the use of discretion and tact. Supervision may be exercised over the work of lower level clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs executive secretarial functions for the Commissioner of the Department of Public Works;

Collects a variety of data for reports, statistics, financial records, etc., and other information for the Commissioner;

Prepares and reviews correspondence, memoranda, forms, reports and other documents which may be confidential or sensitive in nature;

Makes appointments and schedules meetings for Commissioner;

Ensures the Commissioner is apprised of all appointments as well as matters requiring immediate attention;

Sets up and maintains files of both general information pertinent to the activities of the Department and confidential personnel files, managing the records retention process associated with each;

Receives and handles routine inquiries, complaints, and requests concerning departmental activities;

Receives and screens telephone calls and visitors to the Commissioner to ascertain their business, and respond to requested information and/or refer the matter to appropriate party for resolution;

Opens, sorts and screens mail addressed to the Commissioner or to the Public Works Department;

Answers routine mail independently and routes other mail with background material as necessary;

Schedules conferences, training seminars, and workshops for DPW employees and orders training materials;

Processes personnel and payroll records and forms;

Prepares vacation schedule for office and annual sanitation calendar;

EXAMPLES OF WORK: (Illustrative Only) (Continued):

Reviews worker's compensation incident and injury reports for accuracy and completeness and follows up when necessary;

Prepares departmental requisitions for office supplies, annual bids for materials, vouchers, payments and expense claims in accordance with the Town's procurement policy;

Inputs information and maintains database of fueling transactions, work order progress, inventory, and preventative maintenance activity;

Coordinates routine auctions for surplus equipment, including preparing resolutions, listings, postings and receipts;

Performs special and confidential assignments as required;

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

May issue security access cards to DPW and serves as liaison with vendor for troubleshooting.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; ability to compose and edit letters and memoranda; ability to compile data and prepare reports; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Commissioner's office; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and the maintenance of files; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to deal with others effectively; high degree of discretion in handling confidential matters; accuracy; dependability; courtesy; initiative; tact; poise; good judgment, neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of secretarial experience which involved the use of computer applications to maintain records and produce correspondence.

Town of Greenburgh, Town of New Castle

J. C.: Exempt

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Job Class Code: 0345