

SECRETARY TO TOWN ADMINISTRATOR  
(Mamaroneck. New Castle)

GENERAL STATEMENT OF DUTIES: Under general direction, assists the Town Administrator with administrative detail, personnel procedures and performs general secretarial work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important secretarial and record-keeping position, involving responsibility for the performance of a wide variety of job tasks. Work involves some independent judgment in the applications of approved work methods and procedures, so as to alleviate the Town Administrator of administrative details. There is considerable contact with the public, public officials, and town personnel.

EXAMPLES OF WORK: (Illustrative Only)

Transcribes notes of letters, memoranda, legal documents, reports, and minutes of meetings and prepares same using automated systems equipment;

Types (using automated systems equipment) contracts, bids, legal advertisements, etc.;

Makes appointments, arranges conferences and meetings, and maintains calendar for the Town Administrator;

Receives all visitors and handles all phone calls into Town Administrator's office and refers to appropriate personnel;

Assists in the preparation of Town budget, i.e., researches information as assigned, prepares budget document, prepares salary schedules, etc.;

Prepares informational reports on municipal activities as requested by Town Administrator;

Keep financial accounts as assigned;

May order supplies, maintain inventory, deal with vendors;

May handle employee benefit plans, i.e., process claims, maintain contracts and correspondence files;

May maintain personnel files and prepare personnel forms;

May assist with preparations for Town elections, i.e., legal advertising, required resolutions, arrangements for polling places.

RECOMMENDED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; good knowledge of office terminology procedures and equipment; good knowledge of business arithmetic and English; ability to transcribe at a satisfactory rate of speed where appropriate; ability to manipulate an alphanumeric keyboard at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; sound judgment; neatness in appearance; accuracy; tact and courtesy; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either (a) two years of study in a recognized college or university, or (b) two years of secretarial experience or (c) a satisfactory equivalent combination of training and experience as indicated in (a) and (b).