

**CONFIDENTIAL SECRETARY- SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important clerical work which involves responsibility for performing complex secretarial tasks for the Commissioner of Social Services. The work involves responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed under general supervision received from the Commissioner of Social Services with considerable leeway for independent decisions and judgement in carrying out assignments. Difficult technical, sensitive or policy problems are referred to supervisor for decision or recommended action. The position calls for the exercise of extraordinary professionalism and confidential discretion on the part of the employee because of the sensitivity of the information with which the Secretary is working. Employee in this title may exercise immediate supervision over a small number of employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Acts as personal secretary to the Commissioner of Social Services and administrative staff;  
Functions in a secretarial capacity for setting up meeting dates, appointments, type correspondence, and confidential matters;  
Assists in compiling, computing and inputting budget information;  
Acts as a liaison between agency officials, employees and public and non-public officials, county departments and non-county departments;  
Performs the confidential aspects of the department including but not limited to correspondence, questions, filing, reporting, memos, tracking programs, scheduling events/programs, fielding complaints;  
Maintains confidential files related to Social Services matters within the County;  
Contacts and or responds to specified sources for information relating to Social Services issues;  
Act as a point of contact person for the department for both internal and external vendors, contractors, and related staff;  
Maintains confidential records, notes, related material and updates confidential files.  
Assist clerical staff with reports and confidential matters;  
May perform supervision other lower level staff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR**

**PERSONAL CHARACTERISTICS:** Good knowledge of secretarial practices; good knowledge of office practices and procedures; high degree of personal integrity, with corresponding ability to maintain confidentiality and confidences; working knowledge of Social Services processes; good organizational skills; ability to type with a high degree of accuracy; ability to carry out complex instructions; good communication skills, both written and verbal; neatness mental alertness; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered College or University with an Associate's degree or higher in Secretarial Science, Business Administration or related field, and Four (4) years of full-time paid clerical experience, which shall have involved typing;

**OR:**

- B. Six years (6) of full time paid clerical experience, which shall have involved typing;

**OR:**

- C. Any equivalent combination of training, education and/or experience as indicated in A or B above, indicating ability to perform the duties of the position.