

GENESEE COUNTY

SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for performing complex secretarial tasks for an administrative head of an educational or governmental agency. The work can be characterized as involving increasingly responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervisory responsibilities may be delegated or assigned this employee which will be executed within well-defined limits. Does related work, as required.

TYPICAL WORK ACTIVITIES:

May act as personal secretary to an administrative head to an educational or governmental agency or department, including the composition of letters in reply to routine inquiries for information;

Acts as liaison between agency officials and public and non-public officials covering specialized and designated programs;

Functions in a secretarial capacity for setting up meeting dates, appointments, and confidential personnel matters;

Performs the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, disciplinary proceedings, and health problems;

Upon assignment, processes new employees in orientation, training, and related matters;

Where necessary, operates word processing equipment and/or other high tech equipment;

Functions as an intra-agency and inter-agency functionary when so authorized by the administrator;

Maintains office records and clerical procedures unique to the administrator's office, which may include the manipulation of data base information to create a variety of departmental, computerized reports;

Maintains records and prepares reports as due;

Performs a variety of clerical and typing functions as needed;

Keeps complex records of activities of the agency.

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of secretarial practices; good knowledge of office practices and procedures; ability to type at an acceptable rate of speed; where appropriate ability to operate word processors and related high tech equipment; ability

CONTINUED.....

SECRETARY

Page 2

to plan and supervise the work of others, within well-defined limits; ability to understand and interpret written material; ability to get along well with others; good judgment, initiative, and resourcefulness; tact and courtesy; neat appearance.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of an Associate's degree or higher in Secretarial Science, Office Technology-Secretarial or related field, AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology AND one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND three (3) years of full-time, paid clerical experience, which shall have involved typing.

Part-time experience will be prorated as appropriate.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 9/29/86

Revised 3/27/87, 1/7/91, 1/3/92, 8/24/93, 8/18/94, 5/21/97, 9/28/98, 12/1/99, 12/27/23