

SECRETARY TO THE COMMISSIONER OF PUBLIC WORKS

Code No.: 6-19-066

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the performance of confidential and complex clerical duties for a Commissioner of Public Works. The employee independently solves problems in office procedures, acts in behalf of the administrator in accomplishing routine business, types confidential or technical material and takes minutes or records proceedings at meetings, some of which may be held in the evening. Work is performed under the general supervision of the Commissioner of Public Works. Direct supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs secretarial duties, including those of a confidential nature for a Commissioner of Public Works;

Types correspondence, memoranda, reports, directive policies, lists and other material;

Attends meetings and hearings for purposes of taking and summarizing minutes;

Performs assigned administrative duties, which include supervision and evaluation of subordinate clerical personnel;

Prepares complex forms, documents and reports, and composes correspondence on matters requiring a thorough knowledge of pertinent departmental functions and procedures;

Maintains files, records, books and statistics, including the confidential personnel files of the department;

Obtains and gives out information to the general public and other town personnel;

Checks and processes requisitions, claim vouchers, bills and payroll;

Compiles data for inclusion in budget estimates, budget statements, bills and invoices etc.;

May act as office manager, as required;

May microfilm maps and other data;

May take dictation and transcribe material from shorthand.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, practices and procedures; good knowledge of basic math; good knowledge of bookkeeping practices; good knowledge of

office management techniques; skill in typing; ability to manage a wide variety of clerical duties in an efficient and professional manner; ability to maintain confidentiality when warranted; ability to complete complex clerical assignments independently; ability to maintain files, accounting books, and record systems; ability to manage an office and supervise subordinate staff; ability to communicate effectively, orally and in writing; ability to deal effectively with the public; ability to establish good working relationships with others; tact; courtesy; good judgment; initiative; trustworthiness; accuracy, physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 24, 1983