

SECRETARY TO THE BOARD OF TRUSTEES – MONROE COMMUNITY COLLEGE

Code No. 4-05-234

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position at Monroe Community College responsible for completing confidential assignments for the Office of the President and Board of Trustees. The position is responsible for preparing meeting agendas, recording meeting minutes, and conducting correspondence for the Board of Trustees. Work involves handling confidential and sensitive material. The employee reports directly to and works under the general supervision of a higher-level staff member. Direct supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and compiles official actions, resolutions and data for inclusion in Board of Trustees' business agendas;

Types, distributes and maintains official records and minutes of Board of Trustees' proceedings;

Processes highly sensitive and confidential assignments and documents of the Office of the President and Board of Trustees;

Records, transcribes, edits and distributes correspondence, reports, and meeting minutes;

Answers routine correspondence for the president and Board of Trustees on confidential items related to management, personnel, labor and negotiations, and other matters of the Board;

Makes travel arrangements for President and Board of Trustees, and prepares and submits financial accounting records of travel;

Acts as receptionist and directs dignitaries, guests, students, faculty, and administration;

Processes purchase orders, requisitions and payments for the Office of the President and Board of Trustees;

Assists Executive Secretary to the President, Monroe Community College in routine and non-routine assignments, assumes duties in her absence;

Assists Executive Secretary to the President, Monroe Community College to plan and oversee major college events;

Oversees and coordinates the duties of the student aides for the Office of the President;

Operates standard office equipment such as adding machine, typewriter, photocopier, and electronic workstation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; good knowledge of English grammar and usage; ability to take dictation at a satisfactory rate of speed; ability to type at a satisfactory rate of speed; ability to proofread for sense, consistence, spelling, grammar and punctuation; ability to establish and maintain a filing system; ability to prepare financial expense records; ability to understand, follow, and interpret oral and written directions; ability to supervise clerical staff; ability to deal effectively with the public; organizational skill; decision making skill; good judgment in handling confidential materials; tact; courtesy; dependability; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs 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.

REVISED: November 7, 2002