

SECRETARY I

Code No. 3-05-157

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level secretarial position responsible for performing administrative and complex secretarial tasks which may include transcription from dictation equipment. The use of a personal computer for word processing and database entry is an integral part of this position. Employees serve as secretaries to administrators of a unit or major section, relieving them of administrative and business detail. The employee is required to exercise independent judgment in solving office management problems and act in behalf of the administrator in accomplishing administrative business. This title differs from the Secretary II title by virtue of its administrative focus that involves planning, research, interpretive and higher level of decision making responsibilities. The employee reports directly to and works under general supervision from an administrator and is permitted considerable freedom in referring or responding to inquiries. 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.)

Interprets and transmits administrative directives and policies throughout the unit;

Conducts research and makes recommendations to administrator on new initiatives, grant applications, funding sources or projects;

Plans and coordinates workshops, ceremonies, scholarship programs, job fairs, etc.;

Composes and prepares correspondence and reports dealing with well-defined administrative activities;

Researches, develops, prepares and monitors the budget for the department assigned;

Develops budget justifications and estimates for office supplies and equipment;

Reads and routes supervisor's mail – handling items/inquiries when possible and referring those items that can be delegated;

Proofreads typewritten materials for sense, consistency and quality as well as for spelling, grammar and punctuation;

Schedules conferences and meetings, ensuring all parties are contacted, and any scheduling conflicts resolved;

Prepares agenda and minutes of administrative staff meetings;

Acts as receptionist for administrator, greeting visitors and scheduling appointments;

Schedules use of departmental facilities;

Checks, codes, and approves requisitions, claims vouchers, bills;

Interviews, and recommends for hire, office clerical staff;

Supervises and trains clerical staff;

Conducts performance appraisals for staff supervised.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practices and procedures; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; working knowledge of first line supervision when applicable to position; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and data base entry; ability to complete complex clerical assignments independently; ability to compose business correspondence and written reports using proper grammar, punctuation, and spelling; ability to interpret and transmit administrative directives and policies; ability to conduct research and make recommendations; ability to research, develop and prepare a budget; ability to prioritize workload in accordance with supervisor's priorities; ability to proofread not only for spelling, grammar and punctuation but also for sense, consistency and quality; ability to review, prioritize and take action on supervisor's mail as appropriate; ability to independently research information for supervisor's use; ability to establish and maintain a filing system; ability to understand, follow and interpret oral and written directions; ability to impart information; ability to deal effectively with the public; good judgment; ability to handle material in a confidential manner; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time equivalent office secretarial experience, two (2) years of which shall have been at a senior* secretarial level; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or related area, plus three (3) years of experience as defined in (A) above, two (2) years of which shall have been at a senior* secretarial level; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or related area, plus two (2) years of experience as defined in (A) above, one (1) year of which shall have been at a senior* secretarial level; OR,
- (D) Graduation from a school of business or business institute with an Associate's degree in Secretarial Science, plus two (2) years of experience as defined in (A) above, one (1) year of which must have been at a senior* secretarial level; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B) (C) and (D) above.

*senior secretarial level experience is defined as duties that include, but are not limited to, composing original correspondence, leading or supervising other staff, proof reading material for sense, independently answering routine correspondence.

NOTE: College level training in fields other than Secretarial Science may be substituted for one (1) year only of the required general experience.

REVISED: March 9, 2001

REVISED: May 3, 2012