

SECRETARY - I BILINGUAL

Code No. 3-05-233
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior-level secretarial position responsible for performing administrative and complex secretarial tasks in both Spanish and English. The use of a personal computer for word processing and data entry is an integral part of this position. Employees serve as secretarial support to administrators of a unit or major section, relieving them of clerical work and routine administrative and business detail. The employee is required to exercise independent judgment in solving office management problems and act on behalf of administrators in accomplishing administrative business. This title differs from the Secretary II - Bilingual title by virtue of its administrative focus that involves planning, research, interpretative and higher-level decision-making responsibilities. The employee reports directly to, and works under general supervision of, an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over 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 in both Spanish and English;

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 refers items that can be delegated;

Proofreads written materials for spelling, grammar, punctuation, sense, consistency, and quality in both Spanish and English;

Schedules conferences and meetings, ensuring all participants are contacted, while resolving any scheduling conflicts;

Prepares agenda and minutes of administrative staff meetings;

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

Schedules use of departmental facilities;

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

Translates from Spanish to English and vice versa;

Interviews office clerical staff and makes recommendations for hire;

Supervises and trains clerical staff in both Spanish and English;

Conducts performance evaluations for clerical staff being supervised.

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

Thorough knowledge of office terminology, practices, and procedures; good knowledge of Spanish and 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 the position; ability to speak, read, and prepare written communications in Spanish and English; ability to interpret from Spanish to English and vice versa; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and data 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 for spelling, grammar, punctuation, 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 in both Spanish and English; ability to impart information; ability to effectively interact with the general public in both Spanish and English; 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) Graduation with an Associate's degree, plus one (1) year paid full-time or its part-time equivalent office clerical or secretarial experience*; OR,
- (B) Successful completion of at least thirty (30) college semester credit hours, plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Experience as a Teller, Cashier, or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

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.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State, or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: July 10, 2001

REVISED: December 9, 2010

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