

SECRETARY II - BILINGUAL

Code No. 3-05-196
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position responsible for performing difficult secretarial tasks in both Spanish and English. The use of a personal computer for word processing and database 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 details. The work is performed in accordance with general instructions regarding objectives, policies, and procedures and is submitted in its final form. Employees must be fluent in written and spoken Spanish and English. This title differs from the Secretary I - Bilingual title as it is more limited in scope and 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)

Prepares correspondence, memoranda, reports, minutes and proceeding of meetings, hearings, conferences, and other material relating to a specialized, confidential, or technical field;

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

Compiles data for inclusion in tentative budget estimates for departmental reports, etc., under an administrator's direction;

Assists in preparing budget justifications;

Reads and routes supervisor's mail, -- handling items/inquiries when possible and refers items that can be delegated;

Locates and attaches appropriate information to correspondence to be answered by employer;

Proofreads written materials for spelling, grammar, punctuation, sense, consistency, and quality;

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

Makes necessary travel arrangements securing tickets and cash advances when appropriate;

Maintains and establishes confidential files and general office files;

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

Transmits administrative directives and policies throughout the unit;

Orders supplies and materials;

Translates from Spanish to English and vice versa;

Schedules use of departmental facilities;

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

Supervises and trains clerical staff;

Operates standard office equipment.

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 and proofread business correspondence and written reports using proper grammar, punctuation, spelling, sense, consistency, and quality; ability to prioritize workload in accordance with supervisor's priorities; ability to review, prioritize, and take action on supervisor's mail as appropriate; 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 and Spanish-speaking public; good judgment; 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; OR,
- (B) Successful completion of at least thirty (30) college semester credit hours, plus one (1) year paid full-time or its part-time equivalent office clerical or secretarial experience*; OR,
- (C) Two (2) years paid full-time or its part-time equivalent experience as defined in (B) 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

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