

SECRETARY III

Code No. 3-05-159
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level secretarial position responsible for performing routine secretarial task. 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 staff of a unit or major section. The work is performed in accordance with general instructions regarding objectives, policies, and procedures and is submitted in its final form. Independent judgment is restricted to the application of standard procedures to specific cases. The employee reports directly to, and works under general supervision of, a higher-level staff member. 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;

Transcribes correspondence from dictation equipment;

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

Reads and routes supervisor's mail;

Proofreads typewritten materials for spelling, grammar, and punctuation;

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

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

Maintains and establishes confidential files and general office files;

Acts as a receptionist, greeting visitors and scheduling appointments;

Orders supplies and materials for use of section;

Schedules use of departmental facilities;

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

Operates standard office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good 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; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and database entry; ability to utilize word processing database and spreadsheet programs; ability to prioritize workload; ability to proofread for spelling, grammar, and punctuation; ability to establish and maintain a filing system; ability to understand, follow, and interpret oral and written directions; ability to effectively interact 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) Successful completion of at least thirty (30) college semester credit hours; OR,
- (B) One (1) year paid full-time or its part-time equivalent office clerical or secretarial experience*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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

SPECIAL REQUIREMENT: 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.

Monroe County Civil Service Commission

ADOPTED: October 23, 1986

REVISED: May 3, 2012

REVISED: September 5, 2024