

## **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 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 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, meetings ensuring all parties are contacted and any scheduling conflicts resolved;

Makes travel arrangements securing tickets and cash advances when appropriate;

Maintains and establishes confidential files and general office files;

Acts as 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, bills;

Operates standard office equipment such as computer, copier and fax machine.

**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 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) Two (2) years of paid full-time or its part-time equivalent office secretarial experience; 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 one (1) year of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science; OR
- (D) Graduation from a school of business or business institute with an Associate's degree in Secretarial Science; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**ADOPTED:** October 23, 1986

**REVISED:** May 3, 2012