

SECRETARY, PART-TIME

Code No: 4-05-039
Non-Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position involving the performance of confidential and complex clerical assignments. The work is performed with considerable independent judgment under the general supervision of a Board of Commissioners or other 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.)

Types correspondence, memoranda and reports;

Takes, compiles and issues minutes of public meetings;

Maintains all official records;

Submits annual budget to towns;

Attends all regularly scheduled meetings;

Assists treasurer in preparing and running the payroll;

Maintains files, records and statistics for the office;

Inventories and purchases office supplies;

Receives, sorts and distributes incoming mail and prepares outgoing mail;

Prepares legal notices for special meetings, bid openings and special elections;

Prepares voter registration cards and books;

Arranges for voting machines and election clerks;

Reports election results to the Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business math and English; ability to create correspondences; ability to maintain a filing system; ability to work independently; ability to understand and carry out complex oral and written directions; ability to take minutes at meetings; good typing ability; ability to acquire familiarity with department organization, laws, policies and regulations; ability to communicate orally and in writing; ability to deal with the 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) One (1) year paid full-time or its part-time equivalent office clerical or secretarial experience;
OR,
- (B) Successful completion of thirty (30) college semester credit hours; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

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

Monroe County Civil Service Commission

REVISED: April 17, 1986

REVISED: March 7, 2002

REVISED: August 9, 2018