

SECRETARY TO THE RECREATION COMMISSION, PART TIME

Code No.: 6-19-026

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position in a town or village involving responsibility for taking the minutes and proceedings of the Recreation Commission's monthly meetings. Employees of this class are also responsible for typing the transcription of the minutes and proceedings and related material. This employee works under direct supervision from, and reports directly to, the Town Supervisor. 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):

Takes, transcribes, and types dictation of minutes and proceedings of the Commission meetings;

Makes copies of minutes of meetings and distributes to members of the Commission and others;

Operates standard office equipment such as adding machine, typewriter, photo copier and electronic work station;

Proofreads typewritten materials for spelling, grammar and punctuation;

Maintains and establishes general office files.

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 formats used in business correspondence; ability to operate a variety of office equipment; ability to type accurately and at a satisfactory rate of speed; 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; tact; courtesy; poise; good judgment in handling confidential material; physical condition commensurate with the demands of the position.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 20, 1979

REVISED: July 23, 1987