

SECRETARY TO THE CAMPUS ADMINISTRATOR

Code No. 4-05-145
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative secretarial position at Monroe Community College's Damon City Center responsible for providing secretarial and administrative support to the Campus Administrator. The position works closely with, and acts on behalf of, the Administrator concerning established business procedures and confidential matters. The employee reports directly to and works under general supervision of the Administrator, with wide leeway allowed for the exercise of independent judgment. Supervision is not a responsibility of this class. 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.)

Composes and types correspondence, memoranda, reports, etc. dealing with well-defined administrative activities;

Assists in preparing budget justifications and making budget estimates;

Reads and routes supervisor's mail; independently responds to items and inquiries when possible and delegates others;

Schedules conferences and meetings;

Makes necessary travel arrangements;

Prepares agenda and minutes of administrative staff meetings;

Maintains and establishes confidential files;

Acts as receptionist for administrator;

Locates and researches background material pertaining to correspondence to be answered by employer;

Transmits administrative directives and policies throughout the Center;

Proofreads reports, correspondence and other documents for sense, consistency, spelling, grammar, and quality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practices and procedures; good knowledge of the functions, procedures and objectives of the campus; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; record keeping ability; ability to operate a variety of office equipment; ability to type accurately and at a satisfactory rate of speed; ability to complete complex clerical assignments independently; ability to compose business correspondence and written reports using proper grammar, punctuation and spelling; ability to prioritize workload in accordance with supervisor's priorities; ability to proofread for spelling, grammar, punctuation, sense, consistency and

quality; ability to review, prioritize, and take action on supervisor's mail as appropriate; ability to independently research information for supervisor's use; ability to establish and maintain a filing system; ability to maintain confidentiality; ability to follow and interpret oral and written directions; ability to impart information and deal effectively with the public; tact; courtesy; 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) Six (6) years of paid full time or its part-time equivalent office secretarial experience, two (2) years of which must have been at a senior secretarial level; OR,
- (B) Graduation with a diploma or certificate from a school or business or business institute with a major in Secretarial Science, Word Processing or a related area, plus (5) years of paid full time or its part time equivalent office secretarial experience, two (2) years of which must have been at a senior secretarial level; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or related areas; OR, graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, plus four (4) years of paid full time or its part time equivalent office secretarial experience, two (2) years of which must have been at a senior secretarial level; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: _____ College level training in fields other than Secretarial Science may be substituted for one (1) year only of the required experience.

Senior level shall be defined as those positions in which the individual regularly performs one or more of the following: applies independent judgment and decision making skills to designated tasks, provides lead or direct supervision over other clerical employees, acts on behalf of their supervisor in a variety of circumstances.

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: March 12, 1992

Denied Exempt by the NYS Civil Service Commission on 5/20/02

REVISED: October 5, 2006