

SECRETARY TO THE OFFICE OF GENERAL COUNSEL

Code No. 4-05-208
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level secretarial position responsible for the performance of confidential and complex administrative and clerical assignments for the department head. Duties require a considerable degree of independent judgment and a thorough knowledge of the functions of the office. The employee reports directly to and works under the general supervision of the department head. 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.)

Performs secretarial duties, including those of a confidential nature, for the department head;

Prepares complex forms, documents and reports and composes correspondence on matters requiring a thorough knowledge of pertinent departmental functions and procedures;

Prepares resolutions and agendas for meetings;

Takes, transcribes, and summarizes minutes of meetings and hearings;

Maintains files, records and reports;

Arranges all appointments and maintains the project calendar for the department head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of office practices, terminology and equipment; thorough knowledge of the organization and administration of a public office; ability to communicate effectively both orally and in writing; skill in typing, ability to prepare complex forms, documents and reports; ability to organize, file and retain source materials, correspondence and papers; good judgment; initiative; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to possess 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.

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:

NYS Approved Exempt 11/18/2002

REVISED: October 8, 2009