

SECRETARY TO SUPERVISOR

Code No.: 4-05-120
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a secretarial position in a town which performs a variety of tasks to assist the Town Supervisor. Work is performed in accordance with general instructions regarding objectives, policies and procedures. The employee works under the general supervision of the Town Supervisor with considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over clerical staff. 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, reports, minutes and proceeding of meetings, agendas, conferences, and other confidential or non-confidential material;

Composes and types routine correspondence, reports and local newspaper articles dealing with well-defined activities;

Reads and routes Town Supervisor's mail and prepares outgoing mailings;

Proofreads typewritten materials for spelling, grammar and punctuation;

Schedules and attends conferences and meetings ensuring all parties are contacted and any scheduling conflicts are resolved;

Makes necessary travel arrangements for Supervisor and town personnel by securing tickets and cash advances when appropriate;

Maintains and establishes confidential files and general office files;

Acts as receptionist, greets visitors, gives out information and schedules appointments;

Orders supplies and materials;

Schedules use of department facilities;

Checks, codes, and processes requisitions, claim vouchers, bills, and payroll;

Operates standard office equipment;

Provides assistance with various town projects;

Receives, responds, and resolves to constituent inquiries via telephone, email, or social media;

Works on special projects as assigned;

May transcribe correspondence from dictaphone and shorthand.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Town's functions, policies and goals; 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; good knowledge of related computer software; record keeping ability; ability to operate a variety of office equipment; ability to type accurately and at a satisfactory rate of speed; 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; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

Monroe County Civil Commission

ADOPTED: May 7, 1987

REVISED: August 5, 2021

Approved in the exempt jurisdictional class by the New York State Civil Service Commission for one (1) position.