

SECRETARY TO THE MAYOR

Code No.: 6-19-038
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible secretarial position which involves serving as a personal secretary to the Mayor. Employees of this class perform complex secretarial tasks and exercise independent judgement in solving office management problems. The employee works under the general supervision of the Mayor and is permitted considerable leeway in referring or responding to inquires. Direct supervision may be exercised over a small secretarial or 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 from transcription device, or prepared material correspondence, memoranda, reports, minutes, and other office business;

Independently formulates and types correspondence and reports dealing with well-defined administrative activities;

Supervises and participates in the preparation of statistical data and reports;

Schedules appointments for the Mayor and is responsible for routing of routine matters to the appropriate staff members;

Makes arrangements for meetings and conferences including making facility reservations, preparing announcements and notifying the participants;

Keeps and maintains a variety of files;

Meets the public directly or by telephone and provides information or resolves minor problems;

Gives out approved information relative to the organization and/or activities of the Mayor's office;

Supervises and assists in the preparation of all correspondence and interoffice business.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of standard office procedures, practices and methods; good knowledge of English composition, grammar, and spelling; good knowledge of format, terminology, and vocabulary used in business correspondence; good knowledge of the organization, functions, policies, and regulations of the municipality; ability to type rapidly and accurately; ability to perform independently, complex secretarial and routine administrative assignments; ability to construct and incorporate paragraphs into routine correspondence and written reports; ability to understand, interpret, and carry out complex oral and written instructions; ability to organize and maintain alphabetical filing systems; supervisory ability; ability to deal effectively with the public; ability to compile furnished data into reports; ability to maintain comprehensive records; good judgement in handling confidential material; tact; courtesy; integrity; 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