

EXECUTIVE SECRETARY TO THE PRESIDENT - MCC

Code No.: 3-05-172

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the performance of confidential and complex secretarial tasks for the President of Monroe Community College. The employee exercises considerable independent judgment in solving office management problems, acts on behalf of the administrator in accomplishing routine administrative business and types confidential and/or technical materials. The employee works under general supervision from the President and is permitted considerable freedom in referring or responding to inquiries. The employee may exercise general supervision over one or more clerical employees. 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 proceedings of meetings, hearings, conferences, and other material;

Transcribes correspondence from dictation equipment, or from shorthand notes;

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

Assists in preparing budget justifications and making budget estimates;

Prepares budget justifications and estimates for office supplies and equipment;

Compiles data for inclusion in tentative budget estimates for departmental reports, etc.;

Reads and routes the President's mail -- handling items/inquiries when possible and referring those items that can be delegated;

Locates and researches background material and attaches appropriate file to correspondence to be answered by employer;

Proofreads typewritten materials for sense, consistency and quality as well as for spelling, grammar and punctuation;

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

Prepares agenda and minutes of administrative staff meetings;

Makes necessary travel arrangements securing tickets and cash advances when appropriate;

Maintains and establishes confidential files and general office files;

Acts as receptionist for the President, greeting visitors and scheduling appointments;

Transmits administrative directives and policies;

Orders supplies and materials for use of section;

Checks, codes, and processes requisitions, claims vouchers, bills;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough 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 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 not only for spelling, grammar and punctuation but also for sense, consistency and quality; ability to review, prioritize and independently research information for supervisor's use; ability to establish and maintain a filing system; ability to understand, follow and interpret oral and written directions; ability to impart information; 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 REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: July 14, 1988