

EXECUTIVE SECRETARY TO THE VICE PRESIDENT - MCC

Code No: 3-05-171
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the performance of confidential and complex secretarial tasks for a Vice President at 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 Vice 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 no listed):

Types correspondence, memoranda, reports, minutes and proceedings of meetings, hearings, conferences, and other material;

Maintains the calendar of the Vice President, including daily organization and preparation for scheduled activities;

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 supervisor'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;

Provides leadership and direction for office workflow;

Maintains and establishes confidential files and general office files;

Acts as receptionist for administrator, greeting visitors and scheduling appointments;

Transmits administrative directives and policies throughout the unit;

Orders supplies and materials for use of section;
Schedules use of departmental facilities;

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

Operates standard office equipment such as adding machine, typewriter, photocopier and electronic workstation.

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 organize and maintain the Vice President's calendar; 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 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 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS:

- (A) Six (6) years of paid full-time or its part-time equivalent office secretarial experience, two (2) years of which shall have been at a senior secretarial level; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or related area, plus five (5) years of paid full-time or its part-time equivalent office secretarial experience, two (2) years of which shall 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 area; 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) of which shall 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.

ADOPTED: August 4, 1988

REVISED: October 7, 1999