

SECRETARY I

Department: Various
Classification: Competitive
Labor Grade: Various
Adopted: 10/07/91
Revised: 06/05/00
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superior of administrative details by arranging his/her conferences and relieving him/her of contacts which should properly be made with subordinate officials. This work calls for a high degree of confidentiality and the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally with correspondence being directed to supervisor only when new problems arise. Employees in this class work under general supervision, receiving detailed instructions only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Relieves superior of office detail by making appointments, receiving calls and callers and referring them to the proper persons, answering requests for administrative information, and preparing office reports;
- Prepares purchase orders for equipment and supplies;
- Notes and records payroll changes;
- Files various daily, weekly or annual reports;
- Maintains confidential and regular correspondence files;
- Reads and summarizes reports to facilitate review by and to conserve the time of a superior;
- Handles correspondence independently unless it involves administrative judgment in which case it is composed for official signature;
- Independently carries out a variety of assignments in areas such as personnel, special accounts, insurance, etc.;
- May take minutes of and prepare agenda for regular and special board or committee meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies and regulations of the agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda without dictation; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in solution of complex clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Secretarial Science or a related field and one (1) year of clerical experience; **or**
- (B) Graduation from high school or completion of an equivalency diploma and completion of a business certificate program and two (2) years of clerical experience; **or**
- (C) Graduation from high school or completion of an equivalency diploma and three (3) years of clerical experience.