

EXECUTIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level clerical position involving the performance of a variety of secretarial and administrative tasks, while serving as the secretary to the head of a major County department. Incumbents in this class relieve the department head of administrative detail and of contacts which should more appropriately be made with subordinates. In addition, the incumbent must work with sensitive and/or confidential information and must exercise discretion in its handling. Work is performed under the general supervision of the department head, with considerable leeway allowed in the exercise of independent judgement. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Makes appointments for department head, arranging conferences and meetings;
2. Reviews incoming correspondence, answering routine inquiries independently or from brief oral or written notes;
3. May take and transcribe stenographic notes or operate dictating equipment;
4. Attends meetings and conferences, takes minutes, prepares summaries of meetings;
5. Establishes and maintains filing systems;
6. Operates office equipment such as: electrical typewriters, word processors, copying machines, etc.;
7. Receives class and callers, providing information, assistance, and referral;
8. Orders and maintains supplies;
9. May assist in the preparation and control of the departmental budget;
10. May supervise clerical employees, including the supervision of a typing or steno pool;
11. May assist in interviewing and selecting clerical employees;
12. May assemble and summarize a variety of information including statistical data;
13. May carry out special projects and studies at the department head's request;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office practices, business terminology, processes, and equipment; good knowledge of business English and arithmetic; ability to handle administrative details independently, including the composition of routine correspondence; ability to coordinate and supervise the work of others; depending upon assignment, may require ability to take dictation at not less than 90 words per minute; ability to type at not less than 40 words per minute; ability to understand and carry out moderately complex oral and written directions; resourcefulness; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

EXECUTIVE SECRETARY (Cont'd)

MINIMUM QUALIFICATIONS: (Recommended Only)

- EITHER: (A) Completion of two years of study at a regionally accredited or New York State recognized college or university or business school with major course work in Secretarial Science or a closely related field, and two (2) years of office clerical work experience which included typing and stenography;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical work experience which included typing and stenography;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

NOTE:

Since this position is in the exempt jurisdictional class, the above training and experience is recommended ONLY. It is not a mandatory requirement.

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ADOPTED: 06/28/83

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