

SECRETARY TO THE PRESIDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level secretarial position with the incumbent serving as the secretary to the President of Dutchess Community College and to the members of its Board of Trustees. The incumbent will be responsible for a wide variety of clerical, secretarial and administrative details and contacts that could appropriately be performed by a responsible subordinate. The work involves the use of personal initiative, independent judgment and responsibility in the performance of the duties required, and in the handling of sensitive and/or confidential matters or information. General supervision will be received from the President of the college. The incumbent may be responsible for the direct supervision of a small office staff, or may coordinate or provide direction to a number of lower level clerical staff in the completion of specific or special projects or assignments.

TYPICAL WORK ACTIVITIES:

1. Relieves President of a variety of administrative details and responsibilities, as assigned by the President, including, but not limited to , scheduling appointments, arranging conferences, meetings, and other special official and social functions;
2. Reviews incoming correspondence, forwards it or prepares response to it, as appropriate;
3. Prepares original correspondence independently or from brief oral directions or written notes;
4. Screen callers and visitors, providing assistance or information, as necessary;
5. Collects and organizes information and special report data required for the preparation of reports, memoranda and other documents; reviewing and checking the information with the President and the original sources;
6. Maintains complex files and records of the President's office and ensures their confidentiality;
7. Schedules and prepares agendas for all meetings of the President and of the Board of Trustees; sending out all necessary notices for these meetings;
8. Attends meetings and coordinates attendance at meetings and at official or social functions;
9. Takes and transcribes the President's dictation and minutes of the President's meetings;
10. Takes, transcribes, catalogs and duplicates Board of Trustees meeting minutes and resolutions; providing copies to Board members and/or the press;
11. Handles correspondence and provides secretarial assistance to the Board of Trustees or individual members;
12. Reviews vouchers, payrolls and contracts for President's signature; reviews and interprets written material, marking points of interest or for action;
13. Supervises clerical staff of President's office and may coordinate work of clerical staff of a number of offices in the completion of special projects or assignments;
14. Operates computer terminals for data information purposes involving the office of the President and word processing equipment, including special features;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of general business terminology and office practices, procedures and equipment; thorough knowledge of business English and arithmetic; good knowledge of the organization, structure and activities of a community college and its administrative staff; ability to handle complex administrative details independently, including the composition of important letters and memoranda without dictation; ability to exercise discretion and maintain confidentiality in regard to office matters; ability to plan and supervise the work of others; ability to type at an acceptable rate of speed and accuracy; ability to take and transcribe rapid, difficult dictation; ability to understand and carry out complex oral and written directions; accuracy; resourcefulness; initiative; tact and courtesy; neat appearance; physical condition commensurate with the demands of the position.

SECRETARY TO THE PRESIDENT (Cont'd)

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of two (2) years of study at a regionally accredited or New York State registered college or university with major course work in Secretarial Science or a related field, and three (3) years of responsible clerical work experience, which included typing and stenography;
- OR: (B) Completion of a formal program of course work in secretarial or business skills and five (5) years of responsible clerical work experience, which included typing and stenography;
- OR: (C) Seven (7) years of responsible clerical work experience, which included typing and stenography;
- OR: (D) An equivalent combination of training and experience, as indicated in (A), (B) and (C) above, sufficient to indicate the ability to do the work.

CL5413

ADOPTED: 08/21/72

REVISED: 06/02/86