

SECRETARY TO CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS:

This is an important secretarial position involving responsibility for handling the Corporation Counsel's correspondence, keeping confidential files, and records, making appointments, etc. An employee in this position acts as the representative of the corporation counsel in passing on instructions to departmental and/or agency employees. The work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

1. Takes and transcribes dictation of a specialized and technical nature;
2. Types legal documents, reports, letters and other memoranda;
3. Answers correspondence, composing reply letters for the signature of superior and may be empowered to sign superior's name on letters or matters that are routine or of minor importance;
4. Serves as receptionist for superior, taking messages, arranging appointments and referring callers;
5. Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;
6. Screens mail received and attaches any previous correspondence, reports or records before submitting to superior;
7. Keeps schedule diary of work and appointments;
8. Prepares a variety of complex forms and reports;
9. Maintains all office files;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures; ability to take and transcribe rapid and difficult dictation; ability to type at a high rate of speed; ability to get along well with others; ability to understand and follow complex oral and written directions; high degree of initiative; neatness of appearance; reliability; resourcefulness; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

RECOMMENDED TRAINING AND EXPERIENCE:

- EITHER: (A) High school graduation and four (4) years of progressively responsible clerical experience; two (2) years of which involved responsible stenography and typing;
- OR: (B) Graduation from a regionally accredited or New York State registered two year college or Business School with a major in business or secretarial science and two (2) years of responsible stenographic and typing experience;
- OR: (C) An equivalent combination of the above training and experience.

CL5408

REVISED: 05/15/75
09/15/95