

SECRETARY TO CITY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS:

This is an important secretarial position involving responsibility for handling the correspondence and telephone work of the City Commissioner of Finance, keeping confidential files and records, arranging appointments, and taking and transcribing the minutes of meetings. An employee in this position acts as a representative of the City Commissioner of Finance and of the City Manager in the absence of the Secretary to the City Manager, in passing on instructions to department heads and other municipal 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 to letters on matters that are routine or of minor importance;
4. Serves as a receptionist for superior, taking messages, arranging appointments and referring callers;
5. Answers telephone for City Commissioner of Finance and City Manager, 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. Assigns bid numbers to requests for purchases or services for City; initiates and retains all information regarding bid numbers which includes holding of all specifications for public inquiry;
9. Distributes monthly revenue and expenditure reports to Common Council;
10. Prepares appropriation transfers of funds from all City departments to journal vouchers;
11. Completes payroll warrants and registers for six (6) divisions of Finance Department;
12. Prepares a variety of complex forms and reports;
13. Maintains all office files;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures; ability to type at not less than 35 words per minute; ability to take dictation at not less than 80 words per minute; 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.

SECRETARY TO CITY COMMISSIONER OF FINANCE (Cont'd)

MINIMUM QUALIFICATIONS:

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

- EITHER: (A) 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 experience;
- OR: (B) Four (4) years of responsible stenographic experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type and take stenography, i.e. courses in typing and stenography or typing and stenography work experience.

CL5404

ADOPTED: 05/15/75

REVISED: 06/25/81

 06/02/86

 12/03/87

 01/31/91