

SECRETARY TO SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class serves as personal secretary to the Supervisor, handling his correspondence, keeping confidential files and records and making appointments. The work is performed under the general supervision of the Supervisor who assigns and directs the work; acts as representative of superior in passing on instructions to departmental or agency employees. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Takes and transcribes dictation of a specialized technical nature;
2. Answers correspondence, composing reply letters for the signature of superior; may be empowered to sign superior's name to letters on matters that are routine or of minor importance;
3. Serves as receptionist for superior, taking messages, arranging appointments and referring callers;
4. Answers telephone, gives out information using discretion as to what should and should not be released;
5. Takes and transcribes minutes of meetings;
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. Compiles confidential reports and collects data;
9. Gives out press informational releases;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Must have excellent knowledge of stenography; ability to get along well with others; ability to carry out complex orders; neatness of appearance; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalent wherein courses in stenography were major AND three (3) years satisfactory experience in stenography and general office work, at least two (2) years of which must have been as a private secretary to an individual or agency; **OR:** Any equivalent combination of experience and training sufficient to indicate ability to do the work.

NOTE: This is a confidential position authorized by Section 29 of the Town Law.

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