

SECRETARY, COMMISSIONER OF ENVIRONMENT AND
PLANNING

Rev. 11/11
Erie County
Exempt
MC IX
MMS/nrf

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as personal secretary to the Commissioner of Environment and Planning handling correspondence, keeping confidential files and records, making appointments. Responsible for independently performing complex clerical operations and for relieving Commissioner of administrative details by arranging conferences and relieving of contacts which should be made with subordinate officials. Work calls for frequent exercise of independent judgment in furnishing information on departmental policies and practices and in planning office routine. Work is performed under general supervision and immediate supervision may be exercised over performance of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation of a specialized or technical nature;
Answers correspondence for the signature of the Commissioner;
Serves as receptionist for the Commissioner, taking messages, arranging appointments and referring callers;
Answers telephone, takes messages, gives out information;
Takes and transcribes minutes of meetings;
Keeps schedule diary of work and appointments;
Compiles confidential reports and collects data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, techniques and equipment; good knowledge of arithmetic and English; good knowledge of the organization and functions of the agency to which assigned; ability to maintain personnel and other records and to prepare reports; ability to understand and follow complex oral and written instructions; ability to get along well with others; clerical aptitude; high degree of accuracy; industry; dependability; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

Graduation from a standard senior high school including either;
A) Stenography and typing and five years of satisfactory office and stenographic experience, including experience in a supervisory capacity or in difficult and responsible stenography; or:
B) Seven years of satisfactory office and stenographic experience, including some experience in a supervisory capacity or in difficult and responsible stenography; or:
C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements