

SECRETARY, COMMISSIONER OF PARKS AND RECREATION

Exempt
JG VII
RA/jr

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as personal secretary to the Commissioner of Parks and Recreation; handling his correspondence, maintaining confidential files and records and making appointments. The incumbent is responsible for independently performing complex clerical operations; frequent exercise of independent judgment is needed in furnishing information on departmental policies and practices and in planning office routine. Work is performed under the general supervision of the Commissioner of Parks and Recreation. Supervision may be exercised over the performance of lower level 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;
May take and transcribe minutes of meetings;
Maintains 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;
Thorough knowledge of arithmetic and English;
Thorough 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;
A high degree of accuracy;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma supplemented by courses in stenography and typing, and four (4) years of office and stenographic experience, including experience in a supervisory capacity or in difficult and responsible stenography; or
- B) Six (6) years of experience as indicated in (a), including 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).