

SECRETARY TO COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing complex clerical duties which involves serving as the personal secretary for the Commissioner of Public Works. The incumbent relieves the Commissioner of administrative details by arranging appointments, meetings and conferences with subordinates and department heads of the County and outside agencies. Work is performed under the direct supervision of the Commissioner of Public Works, with considerable leeway allowed for the exercise of independent judgment, when furnishing information on department policies, practices, procedures and in planning daily office routine. Supervision is exercised over lower level clerical staff assigned to the Commissioner's office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation of a specialized and technical nature;
Serves as Secretary to the Commissioner by taking messages, referring callers, making appointments, arranging meetings and conferences, answering inquiries;
Maintains schedule of work and appointments for the Commissioner;
Screens mail received and attaches any previous correspondence, reports or records before submitting to the Commissioner;
Distributes office mail;
Answers correspondence, composing reply letters for the signature of Commissioner;
Organizes and maintains a file system for the Commissioner;
Supervises clerical staff assigned to the Commissioner's office;
Compiles confidential reports, collects data and contacts outside agencies if necessary;
Operates various office equipment including a personal computer and has knowledge of all computer systems that are used by the Department of Public Works.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, equipment and procedures; thorough knowledge of the organization and functions to which assigned; thorough knowledge of business arithmetic and English; ability to maintain records and prepare reports; ability to supervise a subordinate staff; ability to operate a micro computer and/or computer terminal; ability to type from clear copy or rough draft at a reasonable rate of speed and a high degree of accuracy; ability to understand and follow complex oral and written instructions; ability to work and communicate with staff and the public; clerical aptitude; dependability; initiative and resourcefulness; neatness; tact and courtesy; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college, university or business school supplemented by courses in typing and word processing and two (2) years of office experience including typing and/or word processing; or
- B) Graduation from high school or possession of a high school equivalency diploma supplemented by courses in typing and word processing and four (4) years of office experience including typing and/or word processing; 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.