

SECRETARY - DEPUTY COUNTY EXECUTIVE

W039
Exempt
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MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as personal secretary to the Deputy County Executive, handling correspondence, maintaining confidential files and records, making appointments and related clerical activities. This position is responsible for independently performing complex clerical operations and for relieving superior of administrative details by arranging conferences and relieving him of contacts which should properly be made with subordinate officials. Work is performed under general supervision with a wide latitude for the exercise of independent judgment, especially with regard to giving out of information regarding departmental policies and practices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation of a specialized and technical nature;
Answers correspondence, composing reply letters for the signature of the Deputy County Executive;
Serves as receptionist for Deputy County Executive, taking messages, arranging appointments and referring callers;
Answers telephone, takes messages, gives out information using discretion as to what should and what should not be released;
Takes and transcribes minutes of meetings;
Screens mail received and attaches any previous correspondence reports or records before submitting to the Deputy County Executive;
Keeps schedule diary of work and appointments;
Compiles special report data;
Makes travel arrangements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of organization and functions of the agency to which assigned; ability to take and transcribe dictation at a satisfactory rate of speed; ability to understand and follow complex oral and written instructions; ability to get along well with others; clerical aptitude; a high degree of accuracy; industry and dependability; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in stenography and typing and three (3) years of office and stenographic experience which included supervisory responsibilities

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

