

SECRETARY, COUNTY EXECUTIVE

Rev. 11/03  
Erie County  
W073  
Exempt  
JG XII  
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as personal secretary to the County Executive, handling his correspondence, keeping confidential files and records and making appointments. The work involves 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. The work requires the frequent exercise of independent judgment in giving out information regarding departmental policies and practices. Work is performed under general supervision, receiving detailed instructions only upon work where policies have not been determined. Supervision is exercised over lower level clerical staff. 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 County Executive;  
Serves as receptionist for County Executive, taking messages, arranging appointments and referring callers;  
Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;  
May take and transcribe minutes of meetings;  
Screens mail received and attaches any previous correspondence reports or records before submitting to the 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;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED QUALIFICATIONS:

Graduation from a standard senior high school, including or supplemented by a course in stenography and typing, and three years of satisfactory office and stenographic experience, including experience in a supervisory capacity.

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