

SECRETARY TO COMMISSIONER OF PUBLIC WORKS

JOB CODE: 6400
DEPARTMENT: Tioga County Public Works Department
CLASSIFICATION: Exempt
SALARY GRADE: Management/Confidential
ADOPTED: Revised 08/19, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the independent performance of complex and confidential clerical, secretarial and administrative support functions for the Commissioner of Public Works. The incumbent relieves the official of administrative details such as arranging conferences and meetings and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of the office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. The incumbent work under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. The incumbent also maintains the level of professionalism by maintaining confidentiality within the office environment. Employee in this title may exercise immediate supervision over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in maintaining contacts with units under the Commissioner's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to the Commissioner for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the Commissioner's signature;
- Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;
- Maintains confidential and personal files for the Commissioner, and directs the operation of the files system of the agency both manual and computerized;
- Receives and reads all mail addressed to the Commissioner, personally answering many letters and attaching background material to that referred to the Commissioner for action;
- Keeps confidential records of activities of the agency;
- Types correspondence, memorandum and reports and other documents using a typewriter, word processor, or personal computer;
- Participates in other administrative functions such as interviewing personnel, processing personnel and payroll records and departmental budget preparation and control;
- Assigns work, furnishes guidance while work is in progress and reviews finished work of clerical assistants;
- Maintains office discipline and output;
- Trains new employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of business arithmetic and English; Good knowledge of the organization and functions of the agency to which assigned; Ability to handle routine administrative details independently, including the composition of letters and memoranda; Ability to plan and supervise the work of others; Ability to understand and carry out complex oral and written instructions in a discrete manner; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; Ability to transcribe dictation and/or ability to use a Dictaphone; Ability to maintain confidentiality; Resourcefulness,

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accuracy, initiative, good judgment; Physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience; **OR**
- b. Four (4) years of full-time (or the part-time equivalent) office clerical experience; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.