

CONFIDENTIAL SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving responsibility for performing executive secretarial work consisting of administrative and clerical duties involving frequent exercise of independent judgment and maintenance of a high level of confidentiality. Detailed instructions are usually provided only for work involving questions of policy determination and administration. Work is performed under general supervision in accordance with specific policies and objectives, requiring exercise of considerable independent judgment. This position is distinguished from lower level secretarial positions by the level of participation, scope and complexity of tasks performed. Supervision may be exercised over the work of other employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Relieves employer of office routine using discretion, tact and a comprehensive knowledge of department procedures and policies;

Arranges appointments and meetings, prepares materials for them, and generally maintains calendar for employer;

Answers confidential correspondence independently and composes letters for official signature;

Takes and transcribes dictation of letters, memorandum, reports and other materials;

Types correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Maintains confidential and regular correspondence files;

Maintains confidential personnel files;

Assists in the preparation of documents for contract negotiations, budget preparations, etc.

Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;

Utilizes computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing a variety of complex work assignments;

Operates copier, adding machine, calculator and/or other office machines;

Coordinates work activities and assists with routine administrative or technical functions;

Assists with preparation and/or coordination of preparation of a variety of reports and statistical data;

Participates in, and/or records or takes minutes of, confidential (non-disciplinary) meetings and hearings;
May supervise the maintenance of office records, including professional or general libraries;
May schedule personnel and arrange for substitutes when necessary;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; good knowledge of supervisory techniques and administrative principles and practices; ability to prepare correspondence, reports and other materials using computers and office software; ability to take and transcribe dictation at an acceptable rate of speed; ability to carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; accuracy; resourcefulness; initiative; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree; or
- b) Associate's degree and three (3) years experience in secretarial operations which include proficient use of word processing and personal computers; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years experience in secretarial operations which include proficient use of word processing and personal computers; or
- d) An equivalent combination of education and experience indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

EXEMPT CLASS NOTE: One Confidential Secretary position approved by NYS Civil Service Commission, June 19, 2012, to be exempt class on the basis of confidential nature of the work, and high level of security required to perform these functions in the office of elected official.