

CONFIDENTIAL SECRETARY TO COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature involving a number of duties. Direct contact with the citizenry, the media, county and town and village officials, business and community leaders is a significant factor in this position. Work is performed under general supervision in accordance with specific policies and objectives. General supervision may be exercised over a small number of clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes appointments for County Executive;  
Maintains confidential and regular correspondence files;  
Prepares a variety of reports and statistical data;  
Responds to telephone calls and visitors, and establishes priorities for submission to County Executive;  
Takes dictation and types from shorthand notes, copy, rough notes, etc.;  
Orders supplies and equipment for office;  
May supervise temporary personnel;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good verbal ability; ability to type and to record dictation at an acceptable rate of speed; ability to understand and carry out difficult oral and written instructions; a high degree of tact and judgment.

MINIMUM QUALIFICATIONS:

Qualifications are determined by the County Executive.