

CONFIDENTIAL SECRETARY TO THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible secretarial work involving a number of administrative duties. The work is performed under general supervision in accordance with office policies and objectives, but there is considerable leeway for independent judgment. Supervision is not a part of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Maintains confidential and regular correspondence files;
Assists with the preparation of agendas for meetings with the County Legislature;
Attends meetings of the County Legislature, and on occasion acts as secretary utilizing transcription, hand-written notes and tape recorder;
Assists in the preparation and coordination of a variety of reports and statistical data;
Assists with reviews of accounts reports and other documents for completeness, accuracy and conformity with established office procedures;
On occasion, may operate adding machine, calculator or other office machinery;
Types from copy, drafts and computations;
Responds to telephone calls and visitors;
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; thorough knowledge of correct English usage; good knowledge of administrative principles and practices; ability to type at an acceptable rate of speed; ability to prepare reports; ability to carry out complex oral and written instructions; ability to communicate clearly.

MINIMUM QUALIFICATIONS:

Qualifications are determined by appointing authority.