

SECRETARY TO ELECTRICAL BOARD

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for processing the paperwork and maintaining the files of the Putnam County Electrical Board. Duties include attending and preparing minutes of meetings of the Board. Work is performed under the general supervision of the Chairman of the Electrical Board. Supervision and/or direction of subordinate clerical staff may be required. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs all of the secretarial work for the Putnam County Electrical Board;

Reviews electrical license applications for completeness, requests missing information, and forwards complete application packet to the County Risk Manager for approval;

Arranges for testing of approved new master license applicants;

Generates licenses and decals for approved candidates;

Processes Underwriter applications, including verifying that applicant is licensed and forwarding to Electrical Inspector or Enforcement Officer, as appropriate;

Creates and maintains complaint files for unlicensed Underwriter applicants;

Logs and creates folders for each complaint;

Collects, records, and reports on licensing and other fees received by the Board;

Prepares for monthly Electrical Board by creating an agenda, preparing the minutes, faxing packet to Board members, updating files, and corresponding with people whose attendance is required;

Takes and transcribes minutes of Electrical Board meetings;

Answers telephone and mail inquiries and provides callers with requested information;

Receives, sorts and distributes incoming and outgoing correspondence;

Processes mileage vouchers, phone bills, and other miscellaneous bills;

Maintains inventory of office supplies and equipment and orders same when needed;

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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in business procedures, as well as office terminology, procedures, and equipment; ability to organize and maintain accurate records and prepare reports; ability to take notes at a satisfactory rate of speed where appropriate; ability to develop effective working relationships and deal diplomatically with the public; must possess sound judgment, honesty, tact, and courtesy.

SUGGESTED MINIMUM QUALIFICATIONS: Either

- a) Completion of a post high school business or secretarial course and three (3) years of secretarial experience; or
- b) High school graduation or possession of a high school equivalency diploma and four (4) years of secretarial experience, or
- c) Five (5) years of secretarial experience; or
- d) An equivalent combination of training and experience as described 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.