

SECRETARY TO TOWN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves performing secretarial and administrative support to a Town Supervisor and frequently involves the handling of confidential information and material. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs research for the Town Supervisor as directed;
Assists the Supervisor in preparing for board meeting and follow up work related to agenda items;
Purchases office supplies for the Town Supervisor, Town Board and Town Attorney;
Handles confidential matters under the direction of the Town Supervisor;
Takes dictation, types and files correspondence and other documents;
Prepares correspondence, reports, press releases, and other documents at the direction of the Supervisor;
Organizes and maintains records and databases as needed;
Supervises other secretarial and clerical personnel in the Supervisor's office;
Provides assistance to the Town Board on occasion;
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.

MINIMUM QUALIFICATIONS:

This position is allocated to the exempt class under Section 41(1)(e) of the Civil Service Law. Qualifications are to be determined by the appointing authority.