

ADMINISTRATIVE SECRETARY (CITY OF OLEAN)

DISTINGUISHING FEATURES OF THE CLASS: The work of the incumbent of this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for acting independently in drafting correspondence for the City Council and City Attorney. This work calls for the frequent exercise of independent judgement in giving out information regarding City policies and practices. The correspondence duties of this position is distinguished by the fact that most letters and releases of a routine recurring nature are composed personally except when new problems arise. The incumbent works under general supervision, receiving detailed instructions only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. The incumbent in this class has more public contact assignments involving agency wide policies than is characteristic of positions allocated to the classes of either Keyboard Specialist II or Keyboard Specialist . An Administrative Secretary (City Of Olean) does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts as a confidential secretary to City Council members and the City Attorney;
- Prepares Council agendas and sends meeting announcements to alderman, department heads, public entities and members of the media when required;
- Takes minutes of meetings and prepares resolutions for action;
- Prepares simple files, draft correspondence and other documents as requested by the City Council or City Attorney;
- Conducts research for the City Council and the City Attorney;
- Maintains confidential and regular correspondence files;
- Reads and summarizes reports to facilitate review by and to conserve the time of a superior;
- Reports and transcribes important or confidential communications or records;
- Draft legal documents, ordinances, local laws, litigation documents and other such documents for the City Attorney;
- Handles correspondence independently unless it involves administrative judgement in which case it is composed for official signature;
- May take minutes of and prepare agenda for regular and special board or committee meetings;
- May utilize data processing and word processing equipment to record information and produce correspondence, memoranda, and reports.
- May fill in for Mayor's Secretary when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies, and regulations of the agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda without dictation; ability to type and operate alpha-numeric keyboards accurately at an acceptable rate of speed; ability to maintain confidentiality; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of complex clerical problems; neat appearance; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience.*

*Graduation from a regionally accredited or New York State registered college, institute, or business school with a degree or diploma in secretarial sciences, business administration, paralegal studies or a related degree. may be substituted for up to two years of the experience above on a year-to-year basis with 30 credit hours equal to one year of experience. One year of experience is required.

Additional training beyond the two years allowed may not be substituted for this one year of required experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/20/14