

## ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superiors of administrative details by arranging their conferences for them and relieving them of contacts which should properly be made with subordinate officials. This work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally except when new problems arise. Employees in this class work 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. Employees in this class may exercise immediate supervision over the work of clerical assistants. Employees in this class have more public contact assignments involving agency wide policies than is characteristic of positions allocated to the class of Keyboard Specialist II. An Administrative Secretary does related work as required.

### TYPICAL WORK ACTIVITIES:

- Relieves superior of office details by making appointments, receiving calls and callers, and referring them to the proper persons, answering requests for administrative information, and preparing office reports;
- Prepares purchase orders for equipment and supplies;
- Notes and records payroll changes;
- Files various daily, weekly, or annual reports;
- 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;
- Handles correspondence independently unless it involves administrative judgement in which case it is composed for official signature;
- Independently carries out a variety of assignments in areas such as personnel, special accounts, insurance, etc.;
- 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.

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 accurately operate alpha-numeric keyboard; 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.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical office experience.\*

\*Possession of a degree or diploma in secretarial sciences, business administration, paralegal studies or related field may be substituted for up to two (2) years of the experience above on a year-to-year basis with 30 credit hours equal to one (1) year of experience. One (1) year of experience is required. Additional training beyond the two (2) years allowed may not be substituted for this one year of required experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:**

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

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