

SECRETARY TO THE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for the performance of varied typing and clerical tasks requiring the exercise of independent judgement and an understanding of department procedures and policies. The work is performed under general supervision of a Nursing Home Administrator. Supervision maybe exercised over the work of clerical assistants. A Secretary to the Administrator performs related work as required.

TYPICAL WORK ACTIVITIES:

- Serves as the secretary to a Nursing Home Administrator where assignments call for the use of judgement and experience in making decisions in accordance with established policies and procedures;
- Maintains personnel records, prepares and types payrolls;
- Collects, compiles and types statistics and other related information;
- Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit;
- Collects fees and accounts for monies received;
- Conducts correspondence on matters where policies and procedures are well defined;
- Types records and reports, and checks for clerical accuracy, completeness, and proper extension;
- Answers telephone and gives out information, or relieves at switchboard;
- Acts as receptionist and may explain agency policies or requirements to visitors, clients or others;
- Prepares agendas, and takes minutes of meetings in order to prepare summaries;
- Operates word processing, data entry equipment, calculators and other business equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to understand and carry out oral and written directions; ability to listen and make clear and accurate explanations of agency policies or requirements; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; integrity; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with an associate degree in secretarial science, medical records or office assistant, or in the health care field and one year of clerical office experience;

OR

B. Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/18/96

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