

SECRETARY TO THE DEPUTY COUNTY 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 office procedures and policies. The work is performed under general supervision, with unusual problems being referred a supervisor before action is taken. Supervision maybe exercised over the work of clerical assistants. A Secretary to the Deputy County Administrator performs related work as required.

TYPICAL WORK ACTIVITIES:

- Serves as secretary to a Deputy County Administrator with assignments which call for the use of judgement and experience in making decisions in accordance with established policies and procedures;
- 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;
- Types records and reports, and checks for clerical accuracy, completeness, and proper extension;
- Answers telephone and gives out information, or relieves at switchboard;
- Acts a receptionist and may explain agency policies or requirements to visitors, clients or others;
- Prepares agendas and takes minutes of meetings;
- 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; tack and courtesy; integrity; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical office experience;

OR

B. Two (2) years of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/17/90