

SECRETARY TO THE PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving the Personnel Officer of administrative details by arranging meeting for and relieving of contacts which should properly be made with subordinate officials. The work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of the 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 with correspondence being dictated only when new problems arise. The work is performed 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. A Secretary to the Personnel Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Relieves Director 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;
- Processes accounts payable, mileage requests and purchase card payments;
- Processes all travel requests for department staff;
- Orders office supplies and maintains inventory;
- Processes department payroll;
- Files various daily, weekly, or annual reports;
- Types and maintains confidential and regular correspondence files;
- Responsible for department records retention schedule and prepares records to be sent to county archives;
- Responds to employment verification requests;
- Enters Personnel Change Forms and candidate applications into civil service database and performs mass updates;
- Creates and reviews vacancy request agendas and spreadsheets for legislative committees;
- Reads and summarizes reports to facilitate review by and to conserve the time of a superior;
- 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.;
- Assists with annual county payroll certifications;
- 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 human resources office; ability to handle routine office details independently, including the composition of important letters and memoranda without dictation; 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.

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

*-NOTE: Study at a regionally accredited or New York State registered college or institute may be substituted for no more than two years of experience. 30 credit hours = 1 year experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/20/19