

ASSISTANT SECRETARY - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform secretarial and clerical support functions in an assigned area of the County Executive's Office and as such are the first contact with members of the public and with other officials in the operations of the County. In addition, incumbents will perform miscellaneous support functions of a highly confidential nature requiring great accuracy and care. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives visitors, ascertains nature of business, answers questions or refers them to proper office or individual;

Operates PBX and monitors telephone switchboard for all divisions of the County Executive's Office; must exercise good judgment in dealing with persons wishing to speak to the County Executive, at times confidential;

Maintains general routine records for the County Executive;

Maintains highly confidential records for the County Executive, some of which are of a highly complex nature;

Maintains the daily diary and private telephone messages of the County Executive;

Assists with maintaining personnel and payroll records for the Department;

Assists in the keeping of inventory records of purchase and supplies and requisitions when necessary;

Assists in maintaining files of a complex and confidential nature;

Checks contracts, mailing lists, requisitions, lists of names and addresses, records of boards, commissions and committees, sorts mail, arranges for meetings;

Brings pertinent correspondence to the immediate attention of the County Executive;

Prepares correspondence and other documentation, using automated systems;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

Compiles information from files and other indicated sources, edits and proof reads stencils and other work.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures and equipment including various filing systems; ability to meet and deal with others effectively with exceptional tact and courtesy; ability to carry out complex oral and written instructions; ability to type at a speed of not less than 35 words per minute producing typed copy which is neat, accurate and conforms to Standard English usage; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; flexibility in responding to a variety of job assignments; good memory for names; accuracy; initiative; courteous manner; good judgment; neat personal appearance; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) eighteen months of office experience which involved typing or word processing and regular contact with the public; or (b) satisfactory completion of one year course at a recognized secretarial or business school and six months experience as stated above; or (c) a satisfactory equivalent combination of the foregoing training and experience.