

CONFIDENTIAL SCHEDULING SECRETARY - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent of this position is responsible for managing the daily and extended calendar of the County Executive. This requires knowledge of highly confidential and sensitive issues in order to prioritize the scheduling of meetings, functions, visits, officials, dignitaries, department heads, constituents, and members of the public with the County Executive. In addition, this position is responsible for handling administrative details for the County Executive by receiving and handling inquiries, complaints, and requests related to County activities from other County department heads, local and state officials, the press, and the general public. The incumbent is appointed by and serves at the discretion of the County Executive. This position must also exercise a considerable amount of independent judgment in managing the County Executive's schedule. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Meets regularly with the County Executive to develop schedules and an appointment calendar responsive to the County Executive's public agenda and flexible enough to include alternatives in the event of unforeseen emergencies;

Performs all executive secretarial and administrative support tasks for the County Executive related to the management of his appointment schedule, with the use of discretion and judgment in prioritizing highly sensitive and confidential issues for meetings, agenda items, functions, etc.;

Coordinates the schedules of the Deputy County Executive, Chief Advisor and Department Heads with that of the County Executive;

Keeps abreast of calendars for meetings of the Board of Legislators and its Committees, Departmental Advisory Boards, Constituent Groups, Local City and Town Councils, and the State Legislature, and keeps the County Executive abreast of these as they relate to pending issues which require the attention or attendance of the County Executive;

Screens inquiries from employees, public officials, the press and the general public addressed to the CE, and arranges for meetings with the CE and other management staff using knowledge of current issues, or routes them to other staff members in the Office of the County Executive, as appropriate;

Makes all travel arrangements for the County Executive, booking flights and accommodations;

Opens and screens mail addressed to the County Executive, answers routine mail independently and routes other mail with background material as necessary;

Maintains highly confidential records and files for the County Executive, ensuring that the material is properly marked, secured and accessible for immediate use by the County Executive and appropriate staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Keeps the County Executive's body guard/driver aware of his appointments and schedule to ensure security is always available;

Ensures coverage by the Deputy County Executive during absences of the County Executive;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures in maintaining a complex, sensitive and highly confidential appointment schedule; thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, word processing, business arithmetic; ability to compose and edit letters and memoranda; ability to operate automated office equipment to produce correspondence, reports and records; ability to carry out varied administrative functions in support of a large department; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of administrative, office management and/or secretarial experience, which must have included two years of scheduling a complex appointment calendar.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.