

CONFIDENTIAL SECRETARY TO CHIEF ADVISOR - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Advisor-County Executive, the incumbent of this position performs executive secretarial tasks of a highly confidential and sensitive nature, relieving the Chief Advisor-County Executive and support management staff of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental 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 Chief Advisor-County Executive. This position must also exercise a considerable amount of independent judgment in providing efficient administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial and administrative support tasks for the Chief Advisor-County Executive and management staff, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Chief Advisor and staff, and provides backup and support to the Confidential Secretary to the County Executive as needed by the County Executive;

Maintains calendar of appointments for the Chief Advisor-County Executive and management staff ensuring that they are apprised of all appointments and changes as well as matters requiring immediate attention;

Develops and maintains all office support procedures both directly and through supervision of staff to ensure that clerical support tasks are performed in a timely and efficient manner and for effective office management using current applications for office automation;

Coordinates and directly supervises the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among departmental staff, and makes recommendations to the Chief Advisor-County Executive to improve office practices and procedures and is responsible for their implementation;

Screens inquiries from employees, public officials, the press and the general public addressed to the County Executive and the Chief Advisor, gathers appropriate material from the Chief Advisor and other management staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Processes contracts and lease agreements, requisitions office supplies, directs record storage procedures, and performs other administrative support procedures for effective office management;

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

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

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

Coordinates all travel arrangements for the Chief Advisor;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;

Exercises overall responsibility for the supervision of general and automated office procedures and assists in developing recommendations for improvement to same;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 using current word processing and PC applications to produce correspondence, reports and records; ability to carry out varied administrative functions in support of a large department; 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 using word processing equipment.

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 Stated Education Department as a post-secondary, degree-granting institution.