

EXECUTIVE SECRETARY TO THE COMMISSIONER OF CORRECTION

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Commissioner of Correction, this position is responsible for executive secretarial work for the Commissioner, relieving the Commissioner of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities. The incumbent is appointed by the Commissioner of Correction and serves at the discretion of the Commissioner. The incumbent also serves as Office Manager, answering orderly and efficient administrative and clerical support. Supervision may be exercised over a few clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Commissioner, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Commissioner;

Collects data and compiles reports, statistics, financial records, etc., and information for Commissioner of Correction;

Uses automated office systems to prepare letters, memoranda and reports;

Maintains calendar of appointments for the Commissioner, ensuring the Commissioner is apprised of all appointments and changes as well as matters requiring immediate attention;

Coordinates all travel arrangements for the Commissioner;

Processes personnel and payroll records and forms, requisitions office supplies, and performs other administrative support procedures for effective office management;

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

Sets up and maintains all files for the Commissioner, ensuring that material is properly marked and accessible for immediate use by the Commissioner;

Coordinates the work flow of Department-wide assignments and insures the proper integration of all clerical, typing and professional resources;

Arranges appropriate training for clerical staff, ensuring proficiency in the use of office equipment;

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 office procedures and automated office procedures and assists in developing recommendations for improvements to same;

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

Receives and screens telephone calls and visitors to the Commissioner;

Prepares expense claims for Commissioner;

Prepares vacation schedule for office;

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, stenography, typing, word processing, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Commissioner's office; initiative; tact; poise; good judgment; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school diploma or equivalency and either: (a) seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment; or (b) satisfactory completion of 30 credits* at a recognized college or business school 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.