

EXECUTIVE SECRETARY TO THE COMMISSIONER OF PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Probation, this position performs executive secretarial tasks relieving the Commissioner 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 the Commissioner of Probation and serves at the discretion of the Commissioner. This position must exercise a considerable amount of independent judgment in providing effective 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 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;

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;

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;

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 Probation department staff; makes recommendations to the Commissioner to improve office practices and procedures and is responsible for their implementation;

Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the Commissioner; gathers appropriate material from the Commissioner and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

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

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

Coordinates all travel arrangements for the Commissioner and administrative staff as required;

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

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

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

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

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;

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

Performs special and confidential assignments as required.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, 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; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and seven years of secretarial experience, one of which must have been at a supervisory or executive secretarial level.