

SECRETARY TO EXECUTIVE VICE PRESIDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, this position performs executive secretarial tasks; relieving one or more Executive Vice Presidents or Senior Vice Presidents at the Westchester Medical Center of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from Medical Center department heads, local and state officials, the press, and the general public. This position also serves as the office manager of the administrative unit of the department, ensuring orderly and efficient administrative and clerical support. Incumbents may be expected to work over-time to provide clerical services at various scheduled meetings. 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 one or more Executive Vice Presidents or Senior Vice Presidents and some managerial staff, 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 executive and/or staff;

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

Uses automated office systems to prepare letters, memoranda and reports; uses other computer applications such as spreadsheets, calendar, e-mail and database software in performing work assignments;

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

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 department staff;

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

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

Maintains all files for the administrator, ensuring that material is properly marked and accessible for immediate use by the President/CEO;

Maintains files of all minutes taken at committee meetings for future references;

Coordinates all travel arrangements for the administrator;

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 finalized agenda;

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

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

Performs some secretarial tasks for members of various committees as assigned or requested;

Performs special and confidential assignments as required;

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

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, 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 a high level administrator's office; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; 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.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of experience where the primary function was administrative, administrative support, office management and/or secretarial, two years of which must have included the use of word processing equipment.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above required experience. There is no substitution for the two years experience using word processing equipment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Education Department as a post-secondary, degree-granting institution.

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J.C.: Competitive
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Job Class Code: C3140
Job Group: X

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