

SECRETARY TO HOSPITAL BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Committee of the Hospital Board and the President/CEO, this position performs executive secretarial functions including preparing confidential correspondence, reports, minutes, and maintaining confidential files and records. Incumbents may be expected to work overtime to provide administrative support services at various scheduled meetings of the Board. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial functions for the Hospital Board and ancillary committees;

Transcribes, proofreads and distributes minutes of all committee meetings;

Prepares and/or reviews confidential correspondence, reports, memoranda, applications, etc.;

Coordinates the scheduling of meetings and appointments, gathering agenda items and materials as required and preparing and distributing finalized materials to all committee members for review and evaluation;

Uses automated office systems to prepare letters, memoranda, reports, etc.;

Opens and screens mail related to Hospital Board activities and answers routine mail independently and routes other mail with background material as necessary;

Maintains all files and records for the Hospital Board, ensuring confidentiality;

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

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, business arithmetic; knowledge of computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; 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 demands of the position.

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

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