

SECRETARY TO THE CLERK - COUNTY BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Clerk of the County Board of Legislators, the incumbent of this class is responsible for all secretarial and clerical support for the County Board's operations. Supervision is exercised over a small number of clerical and secretarial employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Transcribes the minutes (proceedings) of the County Board of Legislators and presents them in acceptable format;

Provides executive secretarial support to the Clerk of the County Board and provides confidential office coverage in his absence;

Attends Board meetings and takes minutes with reference to Board actions;

Takes dictation from the Clerk, the Chairman, and any member of the Board that requests this service (most of which is of a highly confidential nature);

Maintains financial records of departmental expenditures and keeps the Clerk advised of the status of the budget;

Receives callers, ascertains their business, answers questions or refers them to the proper authority;

Locates and supplies records and supportive documentation upon request;

Attends all Public Hearings, taking and transcribing notes;

Schedules meetings for various committees of the County Board;

Keeps records of attendance of Board members, and processes claims and payroll submissions for reimbursement and payment;

Prepares certifications of Acts, Resolutions and Local Laws passed by the Board and distributes them after being signed by the Clerk of the Board;

Keeps abreast of the rules of the Board parliamentary procedure;

Completes personnel and finance forms to report personnel changes;

Maintains adequate office supplies;

Assists in the preparation of the County, Town, City and Village Directories;

Organizes and administers a contemporary General Filing System which encompasses most aspects and subject matters of the County Board.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of business, legal and legislative terminology and procedures; good knowledge of business English and arithmetic; good knowledge of supervisory principles and techniques; ability to take difficult dictation at approximately 100 words per minute and transcribe the notes on the typewriter; ability to type at not less than 30 words per minute; ability to compose and edit important letters and memoranda; ability to understand and carry out complex oral and written directions; ability to deal effectively with County Legislators, officials, and the public; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma six years clerical and stenographic experience.