

SECRETARY TO THE DIRECTOR OF OFFICE OF CRIMINAL JUSTICE PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Director of Criminal Justice Planning, this position is responsible for executive secretarial work for the Director, receiving and handling inquiries, complaints, and requests related to departmental activities. Supervision may be exercised over a few clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Takes and transcribes important and confidential dictation;

Collects data for reports, statistics, financial records, etc., and information for the Director of Criminal Justice Planning;

Compiles reports for the Director of Criminal Justice Planning;

Makes appointments for the Director of Criminal Justice Planning;

Makes flight and hotel reservations for the Director of Criminal Justice Planning;

Opens mail addressed to the Director of Criminal Justice Planning;

Answers routine mail independently and routes other mail with background material as necessary;

Processes personnel and payroll records and forms;

Sets up and maintains files;

Receives and handles inquiries, complaints, and requests concerning departmental activities;

Receives and screens telephone calls and visitors to the Director of Criminal Justice Planning;

Requisitions office supplies;

Prepares expense claims for Director of Criminal Justice Planning;

Prepares vacation schedule for office;

Performs special and confidential assignments as required.

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; 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 Director's office; 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 either: (a) seven years of clerical and stenographic experience; or (b) completion of a recognized one year secretarial course* and six years of experience as indicated under (a); or (c) a satisfactory equivalent combination of training and 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.

West. Co.
J.C.: Non-Competitive†
EW
1

Job Class Code: C0905
Job Group: VII