

CONFIDENTIAL SECRETARY TO THE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Relieves a Town Supervisor of administrative detail and performs difficult secretarial duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbent is responsible for performing executive secretarial duties for the Town Supervisor, relieving him/her of administrative details. Incumbent also acts as liaison between the Supervisor and the Town Board, with Town officials and personnel, requiring the frequent exercise of independent judgment and discretion. An employee in this class may also be assigned to keeping the Supervisor's books of account. Supervision may be exercised over a small number of clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Takes dictation and transcribes notes of letters, memoranda, legal documents, reports, and minutes of meetings;

Types legal advertisements, contracts, deeds, etc.;

Makes appointments for Supervisor;

Answers telephone inquiries;

Serves as liaison between Supervisor and Town Board and Town officials and personnel;

Prepares news releases and answers inquiries of press representatives;

Prepares informational reports on various Town Board and municipal activities;

Maintains files;

Keeps financial accounts, as assigned.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of town governmental functions and activities; comprehensive knowledge of general business terminology, equipment and procedures; thorough knowledge of business arithmetic and English; ability to handle administrative details independently, including the composition of important letters and memoranda without dictation; ability to take difficult dictation at not less than 80 words per minute and transcribe notes on typewriter at not less than 35 words per minute; ability to understand and carry out complex oral and written directions; ability to meet and deal with people effectively; accuracy; resourcefulness; initiative; tact; courtesy; neat personal appearance; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course and five (5) years of office experience involving experience in taking dictation, typing, and clerical work, two (2) years of which must have involved public contact either by telephone or in person; or (b) graduation from a two (2) year college or business school course and three (3) years of experience as indicated in (a), including the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Where appointee is required to keep town accounts, three (3) years of bookkeeping experience is advisable.

Towns
J. C.: Exempt
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Job Class Code: 0027