

SECRETARY TO CITY MANAGER  
(PEEKSKILL, RYE)

GENERAL STATEMENT OF DUTIES: Under general direction, assists the City Manager with administrative detail, personnel procedures and performs general secretarial work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is highly important secretarial and record keeping work involving responsibility for the performance of a number of varied and unrelated tasks. Work involves some independent judgment in the application of prescribed methods and procedures. There is considerable contact with the public and care must be exercised to relieve the City Manager of contacts which should be made with subordinates.

EXAMPLES OF WORK: (Illustrative Only)

Receives all visitors and handles all phone calls into City Manager's office and refers calls to City Manager and/or proper department heads;

Makes appointments for City Manager, arranges conferences and meetings;

Takes and transcribes City Manager's dictation, either orally or through machine dictation;

Opens and screens mail for City Manager, Mayor and/or Council;

Prepares City Council agenda and weekly information packets;

Compiles data and prepares reports;

Prepares replies to routine correspondence;

Maintains general and confidential files;

Orders supplies;

Assists in the preparation of City budget;

Handles special projects, assignments, reports as deemed appropriate by City Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the responsibilities of an executive secretary; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed, if required; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness in appearance; accuracy; tact and courtesy; physical condition commensurate with the duties of the position.

SECRETARY TO CITY MANAGER  
(PEEKSKILL, RYE)

page -2-

SUGGESTED EXPERIENCE AND TRAINING: Graduation from high school and in addition, either: (a) two years of study in a recognized college or university, or (b) two years of secretarial experience, or (c) an equivalent combination of foregoing training and experience as indicated in (a) and (b).

Cities of Rye & Peekskill  
J. C.: Exempt  
1

Job Class Code: 0029