

SECRETARY TO COMMISSIONER OF PUBLIC WORKS  
(Greenburgh, New Castle)

GENERAL STATEMENT OF DUTIES: Performs executive secretarial work for the Commissioner of Department of Public Works; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Commissioner of Public Works, this position is responsible for executive secretarial work for the Commissioner, receiving and handling inquiries, complaints, and requests related to departmental activities. Supervision may be exercised over a few clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Takes and transcribes important and confidential dictation;

Collects data for reports, statistics, financial records, etc., and information for Commissioner of Department of Public Works;

Compiles reports for Commissioner;

Makes appointments for Commissioner;

Makes flight and hotel reservations for Commissioner;

Opens mail addressed to the Commissioner;

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 Commissioner;

Requisitions office supplies;

Prepares expense claims for Commissioner;

Prepares vacation schedule for office;

Performs special and confidential assignments as required;

Uses computer applications 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; 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and the maintenance of files; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) seven years of clerical and stenographic experience; or (b) a satisfactory equivalent combination of foregoing training and experience.