

SECRETARY TO COMMISSIONER of COMMUNITY RESOURCES
(Greenburgh)

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

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Community Resources, the incumbent of this position is responsible for performing a variety of executive secretarial tasks, relieving the Commissioner of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities. Supervision may be exercised over clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Commissioner, including confidential correspondence, preparing reports and minutes of meetings, and maintaining confidential files and other material essential for use by the commissioner;

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

Uses automated systems equipment to prepare letters, memorandums, reports, etc.;

Maintains conflict-free calendar for Commissioner;

Receives, opens, and routes 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;

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;

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, business arithmetic; ability to compose and edit letters and memoranda; ability to operate automated systems equipment; ability to handle the intense public and staff interaction of the position; high degree of discretion in handling confidential matters; 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 secretarial, typing or clerical experience, which must have included use of automated systems; or (b) completion of a two-year post high school business or secretarial course and five years of experience as specified above or (c) a satisfactory equivalent combination of the foregoing training and experience.