

SECRETARY TO TOWN COMPTROLLER
(Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Comptroller, the incumbent of this class is responsible for performing a variety of executive secretarial tasks to relieve the Town Comptroller of administrative detail and to assist in the efficient operation of the department. Work involves performing administrative support tasks such as assisting in budget preparation, performing preliminary research to assist the Town Comptroller in the preparation of reports relevant to department operations, and receiving and handling inquiries, complaints and requests related to the office of the Town Comptroller. There is considerable contact with the public, public officials, and town personnel, and incumbents must exercise independent judgment and discretion in providing effective administrative support. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Town Comptroller, which includes preparing confidential correspondence, reports, spreadsheets, etc., maintaining manual and automated files, handling and routing inquiries and complaints related to departmental activities, and scheduling appointments and meetings;

Transcribes, edits and proofreads confidential correspondence, reports, statistical information and minutes of meetings and prepares same using automated systems equipment and various software applications;

Makes appointments, arranges conferences and meetings, and maintains calendar for the Town Comptroller;

Compiles data and summarizes a variety of information for reports, special projects, and studies for the Town Comptroller;

Assists the Town Comptroller in the preparation of the Town budget by researching relevant information as assigned, proofreading and transcribing the budget document, preparing salary schedules, etc.;

Receives visitors and answers and routes all phone calls to the Town Comptroller's office;

Responds to routine inquiries independently and refers specific inquiries to appropriate staff member;

Receives, opens and routes mail addressed to the Town Comptroller;

Maintains Town Comptroller's confidential and personal files;

Prepares informational reports on the municipal activities of the Comptroller's Office at the Town Comptroller's request;

Requisitions office supplies;

Processes records and forms relevant to operations of the Town Comptroller's Office;

Reviews and prepares employee time and attendance records for Town Comptroller's approval;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of the principles and practices of office administration, procedures and equipment; ability to handle administrative details independently; ability to compose and edit letters and memoranda; ability to assemble material and communicate effectively both orally and in writing; ability to establish and maintain an effective working relationship with professional staff as well as the general public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; poise; tact; courtesy; sound judgment; high degree of discretion in handling confidential matters; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience where the primary function of the position was performing secretarial work using automated systems to produce correspondence, spreadsheets and other document formats, two (2) years of which must have been secretarial experience at an executive or managerial level.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four years of the above general experience. There is no substitution for the two years of secretarial experience at an executive or managerial level.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.