

SECRETARY TO TOWN SUPERINTENDENT OF HIGHWAYS
(Towns of Lewisboro, Yorktown, Somers)

GENERAL STATEMENT OF DUTIES: Assists the Town Superintendent of Highways with administrative detail, personnel procedures, and performs general secretarial work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Town Superintendent of Highways, this position performs executive secretarial tasks, relieving the Town Superintendent of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities. Because the Town Superintendent of Highways and Deputy Superintendent are often in the field, this position must exercise a considerable amount of independent judgement in providing effective administrative as well as clerical support. There is considerable contact with the public, public officials and town personnel.

EXAMPLES OF WORK: (Illustrative Only)

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

Uses automated systems equipment to prepare letters, memorandums, reports, bid specifications;

Maintains calendar of appointments for the Superintendent, ensuring the Superintendent is apprised of all appointments and changes as well as matters requiring immediate attention;

Screens complaints and inquiries from employees, local officials, and the general public addressed to the Superintendent; gathers appropriate material from the Superintendent and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Collects data for reports, statistics, financial records, etc., and information for the Town Superintendent of Highways;

Opens and screen mail addressed to the Superintendent, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the Superintendent, ensuring that material is properly marked and accessible for immediate use by the Superintendent;

Processes personnel and payroll records and forms;

Assists Superintendent and Finance Director with the preparation of the department's budget;

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EXAMPLES OF WORK: (Illustrative Only)

Prepares informational reports on department activities as requested by the Superintendent;

Orders office and garage supplies, maintains inventory, deals with vendors and maintains financial records relative to department budget and purchasing;

Uses computer applications software in the performance of the job.

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 effectively use computer applications software; initiative; accuracy; tact; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) four (4) years of executive secretarial experience, or (b) two (2) years of study at a recognized college or university, and two (2) years of executive secretarial experience, or (c) a satisfactory equivalent combination of training and experience as indicated in (a) and (b).