

## SECRETARY TO PERSONNEL OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing complex and confidential clerical, secretarial and administrative support functions for the Personnel Officer. The incumbent works in a very confidential relationship with the Personnel Officer in a position requiring a high degree of accuracy, performance skill and tact. Work is performed under the administrative direction of the executive with considerable leeway allowed for the exercise of independent judgement in planning and carrying out assignments. Supervision may be exercised over subordinate clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Types confidential correspondence, letters, memoranda, reports and other materials for an executive department head;  
Composes and types correspondence on matters where policies and procedures have been defined;  
Collects all information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;  
Participates in other administrative functions such as interviewing personnel, processing personnel and payroll records and departmental budget preparation and control;  
Screens callers or visitors to determine the nature of the inquiry and refers to appropriate person or office;  
Schedules meetings or conferences and briefs department head on subject matter prior to meetings;  
Uses typewriter, word processor and/or personal computer to type materials from copy, rough draft, dictating machine and other detailed instructions;  
Receives, handles, sorts and distributes all incoming mail;  
Makes travel arrangements including cash advances, travel vouchers and room reservations;  
Maintains employee personnel files and records;  
May act as liaison with other agencies;  
May train new office clerical and secretarial staff;  
Orders office supplies and maintains inventory of supplies and equipment;  
Answers telephone and gives out routine information;  
May prepare and maintain time records and payroll data;  
Keeps complex records of activities of the agency.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office procedures, terminology and equipment;  
Thorough knowledge of business arithmetic and English;  
Good knowledge of the organization and functions of the department;  
Ability to handle routine administrative details independently, including the composition of letters and memoranda;

Ability to understand and carry out complex oral and written instructions;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Confidentiality;  
Good judgement;  
Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two years of clerical experience which shall have involved using a typewriter, word processor or personal computer; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of the experience described in A) above; OR
- C) Eight years of the experience described in A) above; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.