

SECRETARY TO COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the County Clerk and Executive Deputy County Clerk by coordinating the day-to-day office management and administrative functions of the County Clerk's office. The incumbent works in a very confidential relationship with the County Clerk and Executive Deputy County Clerk in a position requiring a high degree of accuracy, performance skill and tact. Work is performed under the direction of the County Clerk and in accordance with policies and objectives outlined by the County Clerk with wide 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:

Assists in the formulation of policies and procedures for the administration of various office programs;
Plans and supervises the collection, tabulation and analysis of statistical and financial data;
Coordinates and supervises the maintenance of agency financial, payroll, personnel and attendance records;
Supervises the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
Secures budget estimates from department units and may prepare preliminary draft of budget request and annual report;
Monitors expenditures to maintain budgetary control;
Schedules meetings or conferences and briefs department head on subject matter prior to meetings;
Maintains employee personnel files and records;
May act as liaison with other agencies;
Performs related work necessary for the efficient execution of administrative functions for the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting, and budgeting;
Thorough knowledge of office procedures, terminology and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the organization, functions, policies and regulations of the department;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to oversee the work of others;
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 a personal computer and software applications used by the department;

Ability to perform close, detail work involving considerable visual effort and strain;
Ability to solve complex clerical and administrative problems;
Confidentiality;
Good judgement.

SUGGESTED MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in office management or senior level clerical work; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of experience in office management or senior level clerical work; OR
- C) Graduation from high school or possession of an equivalency diplomas and five years of experience in office management or senior level clerical work; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENT: Licensure and current registration as a Notary Public as issued by the New York State Division of Licensing Services, within three months of appointment. Licensure must remain current throughout employment in this title.