

## **ADMINISTRATIVE SECRETARY**

<b>DEPARTMENT</b>	Tioga County Departments, School Districts
<b>CLASSIFICATION:</b>	Competitive
<b>SALARY:</b>	CSEA - Salary grade V (Tioga County); Varies by location (School Districts)
<b>ADOPTED:</b>	8/94; 8/01, 02/05, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high level clerical position involving the performance of a variety of secretarial and administrative tasks, while serving as the secretary of the head of a major line or staff departments. Incumbents in this class relieve the department head or administrative supervisor of administrative detail and of contacts which should more appropriately be made with subordinates. In addition, the incumbent must work with sensitive and/or confidential information and must exercise discretion in its handling. Work is performed under the general supervision of the department head or administrative supervisor, with considerable leeway allowed in the exercise of independent judgment. Maintains a high level of confidentiality. Supervision may be exercised over the work of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Relieves the department head or administrative supervisor of a wide variety of administrative responsibilities;
- Uses discretion in dealing with a wide variety of confidential information;
- Makes appointments for department head or administrative supervisor, arranges conferences and meetings;
- Reviews incoming correspondence, answers routine inquiries independently or from brief oral and written notes;
- May attend meetings and conferences, takes minutes, prepares summaries of meetings;
- Establishes and maintains filing systems, orders and maintains supplies;
- Operates office equipment such as: personal computers, electric typewriters, word processors, copying machines, etc.;
- Receives calls and callers, providing information, assistance and referral;
- May assist in the preparation and control of the department budget;
- May supervise and/or train clerical employees or new personnel;
- May assist in interviewing and selecting clerical employees;
- May assemble and summarize a variety of information including statistical data;
- May carry out special projects and studies at the department head's request;
- May take and transcribe stenographic notes or operate dictating equipment depending upon departmental assignment;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office practices, business terminology, processes and equipment, including personal computers; good knowledge of business English and arithmetic; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; depending upon assignment; ability to type at not less than 45 words per minutes; may require ability to take dictation at not less than 80 words per minute depending upon departmental assignment; ability to understand and carry out moderately complex oral written directions; ability to communicate effectively, with others orally or in writing; resourcefulness; initiative; tact; courtesy; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS** Either:

(A) Completion of two (2) years of study at a regionally accredited or New York State

## 2. Administrative Secretary

recognized college or university or business school with major course work in Secretarial Science or a closely related field, and one (1) year of full-time paid office clerical work experience or its part-time equivalent which included typing and, depending upon assignment, stenography; **OR**

- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid office clerical work experience or its part-time equivalent which includes typing; **OR**
- (C) An equivalent combination of the training and experience as indicated by the limits of (A) and (B) above.

**Qualification Note:** Typing experience shall be defined as work that involves typing in paragraph form; examples include preparing correspondence, memos, letters, and written reports. Key punch or data entry will not be considered as qualifying experience.