

SECRETARY TO THE DEPUTY COMMISSIONER FOR WPC

DISTINGUISHING FEATURES OF THE CLASS: This position exists at Oneida County Water Pollution Control, and involves responsibility for independently performing varied clerical operations and relieving the Deputy Commissioner of administrative detail. This work calls for frequent exercise of independent judgement, and the furnishing of information regarding Water Pollution Control policies and practices. It is a position of trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters and communications of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under general supervision of the Deputy Commissioner for WPC, with detailed instruction received in instances where policies have not been determined. The work may involve direct supervision of subordinate secretarial and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the Deputy Commissioner for WPC;
Relieves the Deputy Commissioner of office detail by making appointments, receiving calls and callers, and referring them to proper persons;
Maintains an appointment book for the Deputy Commissioner;
Processes and distributes incoming mail according to the policy of Water Pollution Control;
Composes and types routine correspondence;
Upon request, attends meetings and hearings, and takes notes for preparation of minutes at such meetings;
Arranges travel reservations and special meetings, as needed;
Maintains the filing system;
Prepares payroll;
Maintains personnel records;
Processes purchase orders, vouchers, contracts and expense claims;
Serves as office manager, directing day-to-day clerical activities, setting priorities and reviewing completed work;
Assists in the preparation of the operating budget;
Operates a computer, typewriter, copier and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to learn word processing programs to type letters, reports, documents, etc. on a micro-computer; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to supervise the work of others; clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate Degree in secretarial science, office management, office technologies, word processing, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience, which shall have involved typing; **OR**
- (C) Four (4) years of clerical experience, as stated above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

NOTE: All applicants who pass the written exam, must also pass a typing performance test at 35 wpm.