

Jurisdictional Class: Unclassified
EEO Category: Administrative Support
Adopted: 09/25/2018

SECRETARY TO BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Board of Legislators Office and involves responsibility for independently performing varied clerical operations and for relieving the Board of Legislators of administrative detail. 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. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Board of Legislators. The work is performed under general supervision of the Board of Legislators. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the Board of Legislators;
Relieves the Board of Legislators of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;
Processes and distributes incoming mail according to policy of the department;
Composes and types routine correspondence, applying knowledge of departmental operations and regulations;
Processes vouchers;
Processes requisitions for office supplies;
Maintains an appointment book for the Board of Legislators;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Maintains files;
Upon request of the Board of Legislators, attends meetings and takes notes for preparation of minutes of such meetings;
Arranges travel reservations and special meetings, as requested;
Operates word processing software on computer, typewriter, copier, and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; ability to maintain confidentiality; ability to operate a computer and utilize word processing software; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems; accuracy.

MINIMUM QUALIFICATION: Appointed on the basis of secretarial experience and other such qualifications as the Board of Legislators may determine appropriate.