

Jurisdictional Class: Exempt for Oneida County Government Only
EEO Category: Administrators
Adopted: 03/21/2018

SECRETARY TO COMMISSIONER OF AVIATION

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Aviation, and involves responsibility for independently performing varied clerical operations and for relieving the Commissioner of Aviation of administrative detail. This work calls for the frequent exercise of independent judgement. 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 Commissioner of Aviation, because of the exempt classification of this position. The work is performed under general supervision of the Commissioner of Aviation. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Relieves Commissioner of Aviation of office detail by making appointments, receiving calls, and referring them to proper persons;
Maintains an appointment book for the Commissioner of Aviation;
Takes and transcribes dictation of letters, minutes, memoranda, reports, and a variety of other matters;
Processes incoming mail according to policy of the Department of Aviation;
Composes and types routine correspondence, applying knowledge of the Department of Aviation;
Upon request of the Commissioner of Aviation, 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;
Orders office supplies;
Processes purchase orders, vouchers, contracts, and expense claims;
Assists in the preparation of the operating budget;
Processing payroll of the Department of Aviation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; good knowledge of the Oneida County Department of Aviation organization, functions, laws, rules, policies and regulations; 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; ability to plan and direct the work of others; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Commissioner of Aviation may determine appropriate.

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