

Jurisdictional Class: Exempt for Oneida Herkimer Solid Waste Authority Only  
EEO Category: Administrative Support  
Adopted: 06/15/2018

## **SECRETARY TO EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida Herkimer Solid Waste Authority and involves responsibility for the independent performance of a variety of confidential secretarial functions to the Executive Director. It is a position of special trust and confidence, requiring exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Executive Director. Supervision may be exercised over subordinate clerical personnel. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as secretary to the Executive Director;  
Relieves the Executive Director of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;  
Responsible for all receptionist duties for the Authority;  
Serves as office manager, directing day-to-day clerical activities;  
Processes, and distributes, incoming mail according to policy of the Authority;  
Composes and types routine correspondence, applying knowledge of the Authority operations and regulations;  
Types correspondence, contracts, minutes, reports, etc. as necessary;  
Processes vouchers and requisitions;  
Maintains inventory of office supplies;  
Assists the Executive Director in the preparation of the annual operating budget;  
Assembles a variety of data from office records and outside sources for incorporation in reports;  
Maintains complete and accurate files;  
Operates 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; good knowledge of the Oneida Herkimer Solid Waste Authority 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 Executive Director may determine appropriate.