

Jurisdiction: Oneida County  
Jurisdictional Class: Exempt  
Revised: 8/1/96

## **SECRETARY TO COUNTY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Clerk's office and involves responsibility for performing a wide variety of clerical and secretarial skills. The work calls for the frequent exercise of independent judgement. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential information. The incumbent must possess personal skills in working with the general public and composing letters of a routine recurring nature, with correspondence being dictated only when new or unusual situations occur. The work is performed under the general supervision of the County Clerk and may involve direct supervision of subordinate stenographic or clerical personnel. Does related work as required.

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

Serves as secretary to County Clerk;  
Relieves County Clerk of office detail by making appointments, receiving calls and callers and referring them to proper persons;  
Maintains an appointment book for County Clerk;  
Processes requests from courts and other governmental agencies relative to confidential records and reports;  
Processes incoming mail addressed directly to County Clerk;  
Takes and transcribes dictation of letters, memos, reports, statistical data and newsletter information and a variety of other matters;  
Composes and types routine correspondence applying knowledge of the Clerk's Department, operations, procedures and regulations;  
Prepares payroll and maintains personnel file with regard to individual employee records of sick time, vacation, etc;  
Maintains ledger of monies spent on supplies, service contracts, etc., after preparing requisitions for the same;  
Arranges travel reservations and special meetings as needed;  
Assists the County Clerk in the preparation of the annual operating budget of the Department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of general office technology and terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; thorough knowledge of the County Clerk's organization, functions, laws, rules, policies and regulations; ability to handle routine office details independently, including the composition of reports, resolutions, letters and memoranda without dictation; ability to maintain confidentiality; ability to serve the public with tact and courtesy.

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