

SECRETARY TO DEPUTY COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in Oneida County Department of Finance, and involves responsibility for independently performing clerical operations and relieving the Deputy Commissioner of administrative details. The work calls for frequent exercise of independent judgement. 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 nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under the supervision of the Deputy Commissioner, with detailed instructions received in instances where policies have not been determined. The work is of a confidential nature 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 the Deputy Commissioner of Finance;
Relieves the Deputy Commissioner of office detail by making appointments, receiving calls and callers and referring them to the proper persons;
Maintains an appointment book for the Deputy Commissioner of Finance;
Types and processes letters, minutes, memoranda, reports and a variety of other matters;
Processes and distributes incoming mail according to policy of Department;
Composes and types routine correspondence;
Assists the Deputy Commissioner in maintenance of records and statistical reports required by law;
Answers questions from public concerning taxes;
Assists the Deputy Commissioner in keeping records for transfer of titles of real property in each tax district;
Provides a consultation and advisory service for local assessors and tax collectors;
Aids in preparation of tax rolls;
Aids Deputy Commissioner in entering and extending taxes levied by the Board of Legislators;
Helps in retaining custody of all insurance policies, surety bonds, and deeds to County property;
Arranges travel reservations and special meetings;
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.

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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;
- (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.