

CONFIDENTIAL EXECUTIVE SECRETARY
(WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and involves responsibility for independently performing varied clerical operations for the Chairperson of the Water Board and the Executive Director, relieving them of administrative detail. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. This work calls for the frequent exercise of independent judgement, and furnishing information regarding Water Board policies and practices. Correspondence duties are distinguished by the fact that many letters and communications of a routine, recurring nature are composed by the incumbent. The incumbent serves at the pleasure of the Chairperson of the Water Board and the Executive Director. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Independently performs difficult stenographic, typing, clerical and secretarial work;
Responsible for office details by receiving calls and callers, and referring them to the proper persons, as well as, making appointments;
Exercises good judgement and experience in making decisions, in accordance with established policies and procedures;
Takes dictation and transcribes minutes of meetings, reports, letters, agreements, contracts, etc. and other important/confidential material;
Composes and types routine correspondence;
Responsible for supply requisitions, types purchase orders, requisitions, and vouchers;
Oversees payroll for the department;
Maintains confidential and regular correspondence files;
Assigns work to, and supervises, summer office employees, as necessary, and reviews and records work completed;
Operates various office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; proficient typing and clerical skills; ability to organize and prioritize workload; ability to work independently and confidentially; ability to plan and direct the work of others; good judgement; initiative and resourcefulness; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience and other such qualifications, as the Upper Mohawk Valley Regional Water Board may determine appropriate.