

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 3/14/94

**EXECUTIVE SECRETARY TO THE CHAIRMAN OF THE ONEIDA COUNTY
BOARD OF LEGISLATORS**

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Board of Legislators and involves responsibility for the performance of secretarial, clerical, and related tasks of a varied nature requiring the exercise of more than ordinary judgment. Responsibilities include relieving the Board Chairman of a myriad of administrative duties. The work is confidential in nature, and calls for the frequent exercise of initiative and independent judgment. The work is performed under the general direction of the Board Chairman. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Executive Secretary to the Board Chairman;
Types verbatim correspondence, composes correspondence for the signature of the Board Chairman and Legislators;
Drafts and types amendments and resolutions;
Reviews and routes incoming correspondence and files correspondence;
Schedules and sends meeting notices to ad hoc committees, and polls members to see whether they will attend meetings;
Prepares speeches and news releases for Board Chairman, and clips newspaper items;
Attends meetings, conferences, and hearings at the direction of the Board Chairman;
Maintains files, records and other source documents of a legislative nature;
Operates a typewriter and/or computer and other office machines;
Provides assistance to legislators, County departments and the public;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the organization, functions, laws, policies and regulations of the County; skill in the operation of a typewriter and/or computer; ability to handle routine office details independently, including the composition of reports, memoranda, and correspondence; tact and courtesy; initiative and resourcefulness; accuracy;

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or the possession of a high school equivalency diploma, **AND** three (3) years of secretarial experience; **OR**
- B. Five (5) years of secretarial experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A).