

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 8/5/96

SECRETARY TO COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Public Works and involves responsibility for independently performing varied clerical operations and relieving the Commissioner of Public Works of administrative detail. This work calls for frequent exercise of independent judgement, and furnishing information regarding the Oneida County Department of Public Works policies and practices. 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 recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under general supervision of the Commissioner of Public Works with detailed instruction received in instances where policies have not been determined. The work may involve direct supervision of subordinate secretarial and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to Commissioner of Public Works;
Relieves Commissioner of Public works of office detail by making appointments, receiving calls and callers and referring them to proper persons;
Maintains an appointment book for the Commissioner of Public Works;
Takes and transcribes dictation of letters, minutes, memoranda, reports and a variety of other matters;
Processes and distributes incoming mail according to policy of the Department of Public Works;
Composes and types routine correspondence, applying knowledge of the Department of Public Works operations and regulations;
Upon request of the Commissioner of Public Works, attends meetings and hearings and takes notes for preparation of minutes at such meetings;
Arranges travel reservations and special meetings as needed;
Directs the maintenance of the filing system;
Directs the processing of purchase orders, vouchers, contracts and expense claims;
Serves as office manager, directing day-to-day clerical activities, setting priorities and reviewing completed work;
Assists in the preparation of the Oneida County Department of Public Works arrival operating budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; thorough knowledge of the Oneida County Department of Public Works Organization, functions, laws, rules, policies, and regulations; ability to take and transcribe dictation at a predetermined rate of speed; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; ability to maintain confidentiality; ability to plan and direct the work of others; tact and courtesy in dealing with other employees and general public; initiative and resourcefulness in solution of problems; accuracy. continued...

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Commissioner of Public Works may determine appropriate.