

SECRETARY TO PRESIDENT MOHAWK VALLEY COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: The work of this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving the President of Mohawk Valley Community College (MVCC) of administrative detail. This work calls for the frequent exercise of independent judgement, and furnishing information regarding department policies and practices. It is a position of special 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. This work is performed under general supervision with detailed instruction received in instances where policies have not been determined. The work may be of a confidential nature and may involve direct supervision of lower grade secretarial and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the President of MVCC;
Relieves superior of office detail by making appointments, receiving calls and callers, and referring them to the proper persons;
Serves as office manager, directing day-to-day clerical activities, setting priorities, distributing work load and reviewing completed work;
Directs the maintenance of the filing system;
Directs the processing of purchase orders, vouchers, contracts, expense claims, etc.;
Answers requests for administrative information and prepares office reports;
Takes and transcribes dictation of letters, minutes, memoranda, reports and a variety of other matters;
Maintains personnel files for the office, and keeps time and leave records;
Processes and distributes incoming mail according to policy of the department;
Composes and types routine correspondence, applying knowledge of departmental operations and regulations;
Maintains an appointment book for the President;
Assembles files of material to facilitate reply by superior to correspondence and other requests for information;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Conducts research as requested;
Upon request, attends meetings and hearings and takes notes for preparation of minutes at such meetings;
Attends advisory board meetings and serves as secretary;
Organizes and maintains a bookkeeping system as required for the department;
Maintains a log of investments and banks holding the investments;
Maintains a chronological history of department activities;
Prepares Grand Jury Files;
Maintains newspaper clip file of items of interest to the department;

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TYPICAL WORK ACTIVITIES cont'd:

Arranges travel reservations and special meetings as needed;
Assists in the preparation of the annual operating budget of the department.

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 organization, functions, laws, policies and regulations of the department to which assigned; ability to take and transcribe dictation at an average rate of speed; ability to handle routine office details independently, including the composition of important 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 others; initiative and resourcefulness in solution of complex problems; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the President of Mohawk Valley Community College may determine appropriate.