

EXECUTIVE SECRETARY

JOB CODE: 6905
DEPARTMENT: Tioga County Departments, School Districts and Municipalities
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade VII (County); Varies by location (School Districts & Municipalities)
ADOPTED: 7/90; Revised 1/98, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work of employees in this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superior of administrative details by arranging conferences, and relieving the official of contacts which should properly be made with subordinate officials. The incumbent performs highly difficult, complex and responsible office work which calls for frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally with correspondence being given only when new problems arise. Employees in this class work under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. Employees in this class have more difficult public contact assignments than is characteristic of a position allocated to the class of Senior Stenographer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in maintaining contacts with units under an administrative official's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the superior's signature;
- Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's program;
- Maintains personal files for superior, and may direct the operation of the files system of the agency;
- Receives and reads all mail addressed to superior, personally answering many letters, and attaching background material to that referred to superior for action;
- Keeps complex records of activities of the agency;
- May take records of discussions, informal conferences, and similar meetings depending upon departmental assignment;
- May take and transcribe stenographic notes or operate dictating equipment depending upon departmental assignment;
- May supervise the work of a number of Clerks, Stenographers, Typists, and other office employees, under general direction of an administrative official;
- May assign work, furnishes guidance while work is in progress and review finished work on completion;
- Trains new employees

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the policies, laws and regulations relating to the program or the agency in which the position is located insofar as they are necessary for the proper accomplishment of the duties; thorough knowledge of modern office practices, procedures and equipment; ability to handle routine administrative details independently, including the composition of letters and memoranda without dictation; high degree of skill in carrying on public relation activities with operating officials and the general public; may require ability to take and transcribe dictation at a rate of 80 words per minute depending upon departmental assignment; ability to type from clear copy or rough draft at a rate of 45

2. Executive Secretary

words per minute; ability to proceed independently in solving difficult clerical problems; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- a) Graduation from a regionally accredited or New York State registered two-year college or university with an associates degree in secretarial sciences and two years of full-time paid clerical experience or its part-time equivalent which involved typing and depending upon assignment, stenography or use of dictating equipment; **OR**
- b) Four years of full-time paid clerical experience or its part-time equivalent which involved typing and depending upon assignment, stenography or use of dictating equipment; **OR**
- c) An equivalent combination of training and experience as indicated by the limits of (a) and (b).