

SECRETARY TO ECONOMIC DEVELOPMENT & PLANNING

JOB CODE: 6080
DEPARTMENT: Tioga County Economic Development & Planning
CLASSIFICATION: Non-Competitive
SALARY: Non-Union
ADOPTED: 6/95; Revised 4/00, 4/01, 08/19 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the independent performance of complex and confidential clerical, secretarial and administrative support functions for the Department of Economic Development & Planning. The incumbent relieves the Director of Economic Development and Planning of administrative details such as arranging conferences and meetings and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of the office. The correspondence duties of this employee are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. 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. The incumbent also maintains the level of professionalism by maintaining confidentiality within the office environment. Employees in this class may exercise immediate supervision over the work of clerical assistant. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in maintaining contacts with units under the Director of Economic Development and Planning's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to supervisor for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the Director of Economic Development and Planning's signature;
- Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the Department's program;
- Maintains confidential files for the department, and directs the operation of the files system of the agency both manual and computerized;
- Receives, opens and dates all departmental mail, personally answering letters and attaching background material to that referred by the staff for action;
- Keeps confidential records of activities of the Department;
- Types correspondence, memorandum and reports and other documents from drafts submitted by staff, using a typewriter, word processor, or personal computer;
- May participate in other administrative functions such as interviewing clerical personnel;
- Participates in processing personnel and payroll records and departmental budget preparation and control;
- Maintains office scheduling and room usage as needed;
- Trains new employees on certain aspects of administrative procedures, such as purchasing and employee leave reporting.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization and functions of the agency to which assigned; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to plan and perform clerical work; ability to understand and carry out complex oral and written instructions in a discrete manner; ability to establish and maintain cooperative relations with the public and other governmental and

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private agencies; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to transcribe dictation and/or ability to use a Dictaphone; ability to perform close, detail work involving considerable visual effort and strain; ability to maintain confidentiality; resourcefulness, accuracy, initiative, good judgment; physical condition commensurate with the demands of the position.

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

- a) Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time paid (or the part-time equivalent) office clerical experience*; **OR**
- b) Four (4) years of full-time paid (or the part-time equivalent) office clerical experience*; **OR**
- c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**NOTE: Bank Teller and other types of cashiering jobs are not considered "office clerical"*