

PLEASE POST CONSPICUOUSLY

**CITY OF WATERTOWN
ANNOUNCES
APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF**

EXECUTIVE SECRETARY to the CIVIL SERVICE COMMISSION

**DATE POSTED: September 21, 2022
CLOSING DATE: October 7, 2022
SALARY: \$43,177 - \$54,111**

**Interested persons should complete a civil service application online at
<https://watertown-portal.mycivilservice.com/jobopps>**

A complete job description is attached.

Enjoy great benefits including:

35 hours per week

Competitive annual wage increases

One of the most affordable and best health insurance policies in the region

Time off including generous sick and vacation leave

Access to dental and vision coverage

Participation in the NYS Retirement System with a defined benefit pension

Access to tuition assistance

DISTINGUISHING FEATURES OF THE CLASS: This is a stand-alone classification that involves performing complex confidential clerical, secretarial and administrative support tasks for the Civil Service Commission. This position involves responsibility to perform various duties in the administration of Civil Service Law and Rules under the direction of the City Civil Service Commission. The incumbent exercises considerable judgment in carrying out day-to-day Civil Service Office operations and executing policies of the Commission. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Administers the provisions of the New York State Civil Service Law, Civil Service Rules and Regulations for City of Watertown and all municipalities within City of Watertown, including Watertown City School District, Watertown Housing Authority, and Roswell P. Flower Memorial Library;
- Classifies all positions as to title, jurisdictional classification, and minimum qualifications, and prepares job class specifications;
- Advises employees of their rights under Section 75 of Civil Service Law and may receive appeals after Section 75 hearings;
- Reviews, maintains, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents in accordance with the requirements of Civil Service Law and other laws, rules, regulations, or policies relative to Civil Service administration in City of Watertown;
- Analyzes, evaluates, classifies and certifies new or existing positions and orders examinations, coordinates with appointing authorities, certifies lists, or takes other action relative to filling a position consistent with Civil Service Law and local rules;
- Writes and revises job specifications in accordance with departmental recruitment requirements, minimum standards or codes as established by law, job duties as established through task analysis, examinations and EEO guidelines;
- Reviews qualifications of applicants against job specification requirements for admission to examinations or appointment to local jurisdictions' positions, including overseeing communication with candidates for additional information or documentation when needed;
- Reviews examination scopes against job specifications to ensure their appropriateness to job requirements, consulting with local jurisdictions and city departments;
- Oversees the establishment and certification of eligible lists and all supportive documentation in accordance with Civil Service Law and City Rules;
- Maintains all aspects of the examination process and eligible list administration which includes exam announcements, canvasses, certifications, exam requests, exam reports, exam schedules, ordering exam supplies, exam notices, eligible lists, preferred lists, veteran's credits, and application review in accordance with Civil Service Law and City of Watertown Civil Service Rules and Regulations;
- Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service Law, rules and regulations;
- Maintains detailed roster records to insure individuals are employed in accordance with Civil Service Law and City of Watertown Civil Service Rules and Regulations;

- Prepare annual NYS Civil Service report, EEO report, payroll certifications and fee report;
- Attends all Commission meetings, prepares agenda, prepares official Commission Meeting Minutes and implements actions as approved and authorized by the Commission;
- Prepares annual NYS Civil Service reports;
- Prepares departmental budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of New York State Civil Service Law and City of Watertown Civil Service Rules and Regulations;
- Knowledge of principles of position classification techniques, examination administration, and personnel transactions;
- Working knowledge of the City Charter, local laws and ordinances;
- Working knowledge of position classification practices and procedures;
- Ability to compare and contrast job duties as needed to classify positions;
- Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Ability to analyze and resolve complex problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree and two years of personnel experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four years of personnel experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.