



# Secretary

Job Specification  
Classification: Competitive  
Series: Administrative Support  
Level: 2 of 3

**DISTINGUISHING FEATURES OF THE CLASS:** This is the second level of the Administrative Support series and is responsible for performing a variety of complex clerical and administrative support tasks. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Prepares and reviews a variety of reports, business correspondence, financial documents, contract revisions, and/or summaries as directed; researches and verifies information for inclusion.
- Assists with maintaining administrative budget for assigned area; ensures expenditures and revenue reports are correct; prepares revisions and reports as needed.
- Provides specialized administrative support in preparing and processing confidential personnel and payroll documents, preparing and reviewing purchase orders, monitoring contract deadlines and completions, preparing meeting agendas and minutes, and maintaining departmental data and/or other related documents.
- Maintains, tracks, and processes a variety of personnel-related forms, documents, and files.
- Maintains and updates various files and paperwork related to accounts receivable, accounts payable, payroll, and personnel issues.
- Performs general reception duties which may include: answering phones on a multi-line system, directing inquiries to appropriate staff, greeting visitors, and providing department information.
- Orders departmental supplies and maintains inventory.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Clerical and office support practices;
- Customer service principles;
- Record keeping and filing maintenance and principles;
- General mathematical concepts for verifying and checking forms;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Maintain various confidential records in paper and computer format;
- Prepare and proofread a variety of reports and/or documentation;
- Use a computer and related software applications;
- Use proper English, grammar, punctuation, and spelling;
- Compile data and information;
- Prepare meeting agendas and minutes;
- Provide customer service;
- Prepare a variety of business correspondence, records, reports, documents and forms;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to demonstrate an acceptable rate of typing accuracy and speed on or before the end of their probationary period.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Office Technology or related field and 1 year of clerical experience which must have included record keeping duties and the use of computers., or
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 years of clerical experience as described above, or
- (C) Equivalent amount of training and experience as described above.

**SPECIAL NECESSARY REQUIREMENT:**

For Assignment to Fire and Police Departments: Notary Public license must be obtained within 12 months of employment and maintained during employment.

**Classification history:**

Revised: 4/17/2012\*, 5/19/2015, 2/21/2017

\*Title change from Secretary I