

ADMINISTRATIVE SECRETARY

228-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of secretarial and clerical duties while also being delegated with significant responsibility to perform various administrative tasks in support of the managerial and administrative functions of a municipality or operating department. The work of an employee in this class serves as the basis for administrative decisions. Incumbents will usually be responsible for overseeing or supervising one or more major activities, such as special projects coordination, payroll/timekeeping supervision or clerical staff supervision. Work is performed under general supervision of a higher level administrative person, with wide leeway for independently carrying out most job tasks.

TYPICAL WORK ACTIVITIES:

Coordinates special project activities as assigned, such as production of operating or procedure manuals, data collection and research and the resolution of special problems;

Transcribes dictation using either a recording device or stenographic skills;

Types a variety of confidential documents, including letters, reports and memoranda utilizing personal computer software programs;

Screens callers or visitors to determine the nature of an inquiry and makes referrals as deemed appropriate;

May reconcile bank statements or accounts, conduct banking business and maintain financial accounts for clients or residents;

Reads incoming mail and answers general correspondence and/or distributes mail to appropriate officials;

May prepare records and reports in connection with applications for grants, financial aid or other fiduciary reports;

Coordinates various interdepartmental communications and record keeping processes to insure efficiency;

May supervise the maintenance of timekeeping and payroll functions;

May assist in publicizing, coordinating and setting up special events or programs;

May act as liaison for the department head with other agencies;

Schedules meetings or conferences and briefs department head on subject matters prior to meetings;

May assist in providing general orientation to new staff or to service recipients visiting an agency;

Provides supervision and direction to clerical and secretarial staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of principles and techniques of office management and clerical processing; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases at an acceptable rate of accuracy and speed; ability to express self clearly, both orally and in writing; ability to understand and follow complex oral and written directions; ability to maintain confidentiality; ability to establish and maintain effective working relationships with others; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in secretarial science or closely related field and two (2) years of secretarial experience which shall have involved the operation of a computer for word-processing, database or spreadsheet applications; or
- (B) Possession of a Certificate in Office Assistant or a related field, from a college or university and three (3) years' experience as defined in (A) above, or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience as defined in (A) above; or
- (D) Five (5) years of secretarial experience as defined in (A) above.

NOTE: Post high school course work in secretarial science or a closely related field can be substituted on a basis of three (3) credits being equivalent to three (3) months of required experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:3/05/03
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Placed from draft to classplan - 05/08/03
Revised and replaced in classplan on 12/15/2014
Revised in Classplan: 10/4/2022
Revised and Replaced in Classplan: 9/30/2024 (Edu)
Revised and Replaced in Classplan: 4/10/2025