

CONFIDENTIAL SECRETARY (Public Health)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of confidential 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. Under the general direction of the Public Health Director, the incumbent in this position performs confidential, executive secretarial tasks; relieving the appointing authority of administrative detail by receiving and handling inquiries, complaints, and requests related to applicable activities from other department heads, local and state officials, and the general public. Work is performed under general supervision of a higher-level administrative person, with wide leeway for independently carrying out most job tasks. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides direct administrative support to the Public Health Director and senior leadership team,

including managing calendars, scheduling meetings, and preparing confidential
correspondence and reports;

Prepares and processes civil service documentation, including 428 forms, canvass letters,
appointment letters, and personnel transactions;

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Maintains and updates employee personnel and medical files in compliance with NYSDOH regulations and HIPAA standards;

Oversees new employee onboarding including scheduling physicals, verifying credentials, tracking immunizations, coordinating orientations, and preparing welcome folders;

Coordinates and monitors all employee evaluations, probationary periods, and continuing education requirements; tracks licensing and OMIG compliance through K-Checks;

Maintains department rosters, organizational charts, on-call schedules, conference requests, and RTA calendars;

Serves as primary liaison with County Personnel, MIS, Risk Management, Civil Service, and external providers for employment and program-related matters;

Supervises clerical support including front desk coverage, mail distribution, phones, and conference room scheduling;

Assists with the preparation and tracking of contracts, RFPs, legislative resolutions, and departmental reports;

Handles scheduling, minutes, and administrative follow-up for internal and external committees (e.g., HSAB, PAC);

Maintains a wide variety of databases and Excel tracking sheets for staffing, training, and public health documentation;

Acts as department liaison for incident reporting, FMLA, disability, and workers' compensation documentation; and

Assists in the planning and coordination of department-wide initiatives and communications;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, business arithmetic, legal terminology, modern office terminology, procedures and equipment; ability to compose and edit letters and memoranda; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the appointing authority's office; 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 establish and maintain effective working relationships with others; initiative; tact; poise; neat personal appearance; and good judgment.

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

- (A) Seven (7) years of administrative, office management, and/or secretarial experience, two (2) of which must have included the use of word processing equipment; or
- (B) Satisfactory completion of 30 credits* at a recognized college or university may be substituted for each year of the above stated experience

**SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.*

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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: 05/27/2025
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Placed in Classplan: 6/20/2025