

SECRETARY I

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for independently performing complex clerical operations and administrative support tasks for one or more supervisory personnel. The work involves entering and retrieving information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Depending upon the nature of the assignment, work may be done under close or general supervision. This class differs from that of Secretary II by virtue of the increased time spent on clerical/computer processing duties and the more limited scope of duties and decision-making responsibilities. Does related work as required.

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.*

Screens callers or visitors and directs them to the appropriate party or office and answers inquiries
when appropriate;

Prepares correspondence, documents, records and other written material in final or draft form using
computer software;

Composes and prepares correspondence on matters where policies and procedures are well defined;

Maintains and updates database/spreadsheets records on a personal computer;

Schedules conferences, meetings and makes travel arrangements;

Prepares and maintains financial, statistical and personnel records;

Orders supplies and materials;

May receive and distribute incoming mail;

Establishes and maintains confidential and general office files.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern office terminology, procedures, equipment and business arithmetic and English; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to handle routine administrative details independently; ability to understand and follow oral and written directions; ability to communicate effectively both orally and in writing; ability to organize and maintain office records and files; ability to establish and maintain effective working relationships with others; good judgment; and tact.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a college or university with an Associate's Degree in Secretarial Science or a closely related field; or
- (B) Possession of a Certificate in Office Assistant or related field from a college or university and one (1) year of clerical experience which shall have involved the operation of a computer for word-processing, database or spreadsheet applications; or
- (C) Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience as described in (B) above; or
- (D) Three (3) years of clerical experience as described in (B) above; or
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

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NOTE: Post high school coursework in secretarial science or a related field can be substituted on a basis of three(3) credits being equivalent to three 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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