

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Administrators  
Revised: 07/22/14

## **SECRETARY TO PRESIDENT MOHAWK VALLEY COMMUNITY COLLEGE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving the President of Mohawk Valley Community College (MVCC) of administrative detail. This work calls for the frequent exercise of independent judgment, and furnishing information regarding department policies and practices. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters and communications of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. This work is performed under general supervision with detailed instruction received in instances where policies have not been determined. The work may be of a confidential nature and may involve direct supervision of lower grade secretarial and clerical personnel. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as secretary to the President of MVCC;  
Provides superior customer service as first point of contact for the office;  
Receives and directs phone calls;  
Executes the maintenance of the filing system, expense claims, etc.;  
Maintains calendar for the President and office staff as needed;  
Provides clerical support for Employee Recognition activities and the Employee Enrichment program;  
Processes purchase orders, vouchers, contracts, expense claims, etc.;  
Arranges travel reservations and special meetings as needed;  
Manages webpages and related content at the direction of the President's Office staff;  
Answers requests for administrative information and prepares office reports and keeps time and leave records;  
Processes and distributes incoming and outgoing mail;  
Composes and types routine correspondence, applying knowledge of departmental operations and regulations;  
Upon request, attends meetings and takes notes for preparation of minutes at such meetings;  
Executes special projects as assigned.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; thorough knowledge of the organization, functions, laws, policies and regulations of the department to which assigned; ability to handle routine office details independently, including the composition of important reports, letters and memoranda without dictation; ability to maintain confidentiality; ability to plan and direct the work of others; tact and courtesy in dealing with others; initiative and resourcefulness in solution of complex problems; accuracy.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of secretarial experience, and other such qualifications, as the President of Mohawk Valley Community College may determine appropriate.

Adopted: 02/08/85  
Revised: 08/02/96; 07/22/14