

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 11/7/03

ASSISTANT SECRETARY TO COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Executive's Office and has responsibility for assisting the Executive Secretary in performing clerical operations of the office. The work is performed under direct supervision of the Executive Secretary and general supervision of the Executive Assistant to the County Executive. Supervision over the work of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Assistant Secretary to the County Executive;
Types routine correspondence, reports, etc.;
Answers incoming telephone calls, and directs, as needed;
Assists visitors with complaints, and directs to appropriate department, as needed;
Prepares and types Board letters for the County Executive's signature, and when resolutions are received, checks Board letter log and matches to correct resolution;
Logs all personnel requisitions, types welcome letter for each, and after County Executive's signature, returns to Personnel Department;
Logs all personnel leave requests received, and logs out after signature;
Logs all contracts and returns to correct department after signature, and if Board letter necessary, makes necessary copies per above procedures;
Maintains out-boxes for Executive Assistant and Human Services Coordinator (ie: filing, proof-reading, forwarding material, making copies, etc.);
Clips newspapers and makes copy for monthly file, and files original;
Makes copies of all correspondence for the County Executive's signature for the chronological file and the specific file the correspondence refers to;
Copies trip requests after signature for file, and returns original to proper department;
Requisitions office supplies via central stores or outside vendors;
Prepares vouchers for orders under \$50.00 and for other office expenses, and after signature, forwards to Audit & Control for payment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization, functions, laws, policies and regulations of the department; ability to take and transcribe dictation at an average rate of speed; ability to understand and follow oral and written instructions; tact and courtesy in dealing with others.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, as the County Executive may determine appropriate.