

Civil Division: Towns  
Jurisdictional Class: Exempt – Town of Deerfield only  
EEO Category: Administrative Support  
Revised: 07/27/98

## **SECRETARY TO SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform highly difficult, complex and responsible office work for the Town Supervisor. The work of employees in this class is distinguished by the level of responsibility involved for independently performing complex clerical operations and for relieving the Town Supervisor of various administrative details. The incumbent works directly for the Town Supervisor, and assists in the smooth and efficient operation of town activities, by providing high-quality and effective secretarial services. The duties involve public contact and work of a confidential nature. The work is performed using both micro-computers and typewriters. The incumbent serves at the pleasure of the Town Supervisor, because of the exempt classification of this position. Does related work as required.

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

Serves as confidential secretary to the Town Supervisor, exercising independent judgment within scope of responsibilities;  
Facilitates and coordinates the activities of the Town Supervisor's office;  
Prepares correspondence, memoranda, reports, requisitions, schedules, policies and other pertinent data;  
Provides quality public relations and communications, supplying information and taking messages, as needed;  
Assists and maintains town files;  
Copies and distributes information, as requested;  
Attends meetings and other sessions, as requested;  
Coordinates and facilitates other projects, as requested;  
Operates a micro-computer, typewriter, copier and other office equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, practices and equipment; thorough knowledge of the rules, regulations, procedures and policies of the Town Supervisor's office; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to establish and maintain good working relationships with others; ability to deal effectively and courteously with the public; ability to type accurately at an acceptable rate of speed; ability to take and transcribe dictation; clerical aptitude; tact and courtesy; accuracy; confidentiality; initiative; resourcefulness.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative secretarial experience and other such qualifications, as the Town Supervisor may determine appropriate.

Adopted: 11/24/97  
Revised: 07/27/98