

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Administrators
Adopted: 10/25/16

SECRETARY TO COMMISSIONER OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Finance, and involves responsibility for independently performing a wide variety of clerical and secretarial operations and for relieving the Commissioner of Finance of administrative details. The work calls for frequent exercise of independent judgement. It is a position of 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 nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under the supervision of the Commissioner of Finance, with detailed instructions received in instances where policies have not been determined. The work is of a confidential nature and may involve direct supervision of clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as confidential secretary to the Commissioner of Finance;
Relieves the Commissioner of office detail by handling a variety of sensitive information and correspondence, making appointments, receiving visitors and referring them to the proper person;
Assists Commissioner with assigning and directing day to day clerical activities to other staff members;
Processes and distributes incoming mail according to department policy;
Answers questions from the public concerning taxes;
Types and processes letters, minutes, memoranda, reports and a variety of other matters;
Responsible for the inventory of office supplies;
Deals with outside vendors to determine products for office needs, requesting price quotes, preparing of requisitions, creating vouchers, and processing purchase orders, keeping historical records of purchases (quantity and vendors);
Oversees the various office equipment, keeping an inventory of supplies needed, and scheduling of maintenance;
Assists Commissioner with the written inventory of all County owned property acquired for taxes;
Answers calls, taking detailed messages, providing information, and handling complaints from public concerning taxes, and forwarding calls to appropriate office staff;
Assists with maintenance of real property tax records;
Collects and processes payments on delinquent real property taxes received through mail or in person by using a computerized receipting system according to tax accounts;
Helps in retaining custody of all insurance policies, surety bonds and deeds of county property for Commissioner;
Responsible for maintaining Commissioner's calendar, making appointments, travel and conference attendance;
Maintains all tax related records and financial records in accord with the established New York State record retention schedules;

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TYPICAL WORK ACTIVITIES: (continued)

Responsible for verifying and reconciling a cash drawer to include producing a daily reconciliation report, daily cash distribution and account distribution report;

Assists in establishing and maintaining a working relationship with other governmental units, lending and/or financial institutions, attorneys, abstractors, and a general public both verbally and by written correspondence to resolve issues, concerns, extract and/or disseminate information or provide assistance with regard to matters of tax billing, collection and/or foreclosure;

Assists Commissioner in maintenance of unclaimed funds, creating monthly reports to New York State Comptroller on Treasurer's Balance on hand, preparing list of said funds, and entering into a New York State Comptroller's Office software program for turnover of funds;

Operates a computer, typewriter, copier and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; thorough knowledge of the Oneida County Department of Finance's organization, functions, laws, policies and regulations; good knowledge in the use of computers and computer programs; ability to type accurately at an acceptable rate of speed; ability to learn software programs to type letters, reports, documents, etc. on a computer; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to supervise the work of others; clerical aptitude.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience and other qualifications as the Commissioner of Finance may determine appropriate.