

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials/Administrators
Revised: 8/23/16

SECRETARY TO COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for independently performing varied clerical operations and for relieving the Commissioner of Mental Health of administrative detail. This work calls for frequent exercise of independent judgment and for furnishing others with information regarding the Oneida County Mental Health Department's policies and practices. 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 is a position of special trust and confidence, requiring exchange of sensitive and confidential information. The work is performed under general supervision of the Commissioner of Mental Health with detailed instructions received in instances where policies have not been determined. The work is of confidential nature and may involve direct supervision of subordinate secretarial and clerical personnel. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Relieves the Commissioner of Mental Health of office detail by making appointments, receiving calls and callers, and referring them to the proper persons;

Serves as office manager, directs day to day clerical activities, sets priorities, distributes work load and reviews completed work;

Upon request of the Commissioner of Mental Health, attends meetings and hearings, and takes notes for preparation of minutes at such meetings;

Maintains appointment book for Commissioner of Mental Health;

Attends advisory board meetings and serves as Secretary;

Arranges travel reservations and special meetings as needed;

Assists in the preparation of the annual operating budget of the Oneida County Mental Health Department;

Takes and transcribes dictation of letters, minutes, memoranda, reports and a variety of other matters;

Composes and types routine correspondence, applying knowledge of the Oneida County Mental Health Department's operations and regulations;

Assembles files of material in order to facilitate replies by the Commissioner to correspondence and other requests for information;

Works with Commissioner to create and track project goals and timelines.

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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 Oneida County Mental Health Department's organization, functions, laws, policies and regulations; good knowledge in the use of computers and computer programs; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; ability to take and transcribe dictation at a predetermined rate of speed; ability to maintain confidentiality; ability to plan and direct the work of others; tactful and courteous in dealing with other employees, clients and the general public; initiative and resourcefulness in solution of problems; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Commissioner of Mental Health may determine appropriate.

SUGGESTED QUALIFICATIONS: Candidates must meet these qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Management or Business Administration **AND** one (1) year of secretarial or clerical experience on a full-time basis in a public agency or private business, involving the use of office equipment and filing; **OR**
- (B) Graduation from high school or the possession of a high school equivalency diploma, supplemented by coursework in Secretarial Science, Office Management or related courses **AND** three (3) years of experience as outlined in (A) above.