

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Administrators
Adopted: 12/15/16

SECRETARY TO COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Planning Department and involves responsibility for independently performing varied clerical operations and for relieving the Commissioner of Planning of administrative detail. This work calls for the frequent exercise of independent judgement and furnishing information regarding the Oneida County Department of Planning policies and practices. It is a position of trust and confidence, which requires exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letter and communications of a routine, recurring nature are composed by the incumbent with correspondence being dictated only when new or unusual situations occur. The work is performed under general supervision of the Commissioner of Planning with detailed instruction received in instances where policies have not been determined. The work may involve direct supervision of subordinate secretarial and clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to the Commissioner of Planning;
Relieves the Commissioner of Planning of office detail by making appointments, receiving calls and callers and referring them to the proper persons;
Maintains an appointment book for the Commissioner of Planning;
Takes and transcribes dictation of letters, minutes, memoranda, reports and a variety of other matters;
Processes and distributes incoming mail according to policy of the Department of Planning;
Composes and types routine correspondence, applying knowledge of the Department of Planning operations and regulations;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Maintains files;
Upon request of the Commissioner of Planning, attends meetings and hearings, and takes notes for preparation of minutes of such meetings;
Arranges travel reservations and special meetings, as needed;
Directs the maintenance of the filing system;
Serves as office manager, directing day-to-day clerical activities, setting priorities and reviewing completed work.

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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 Department of Planning organization, functions, laws, rules, policies and regulations; ability to take and transcribe dictation at a predetermined rate of speed; ability to handle routine office details independently, including the composition of 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 other employees and the general public; initiative and resourcefulness in solution of problems; accuracy.

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

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

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