

Jurisdictional Class: Exempt for Oneida County Government Only  
EEO Category: Administrative Support  
Adopted: 08/23/2018

## **SECRETARY TO COMPTROLLER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Comptroller's Office and involves responsibility for independently performing varied clerical operations and for relieving the Comptroller of administrative detail. 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. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. The incumbent serves at the pleasure of the Comptroller, because of the exempt classification of this position. The work is performed under general supervision of the Comptroller. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

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

Serves as secretary to the Comptroller;  
Relieves the Comptroller of office detail by making appointments, receiving calls and visitors, and referring them to the proper persons;  
Processes and distributes incoming mail according to policy of the department;  
Composes and types routine correspondence, applying knowledge of departmental operations and regulations;  
Processes department payroll;  
Processes vouchers;  
Processes requisitions for office supplies;  
Maintains an appointment book for the Comptroller;  
Provides clerical assistance to office staff;  
Maintains files;  
Maintains public estate files and prepares necessary reports;  
Issues Certificates of Residency for community colleges;  
Places stop payments on DSS checks;  
Operates word processing software on computer, typewriter, copier, and other office equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; good knowledge of the Comptroller's organization, functions, laws, rules, policies and regulations; ability to maintain confidentiality; ability to operate a computer and utilize word processing software; ability to handle routine office details independently, including the composition of reports, letters and memoranda without dictation; ability to plan and direct the work of others; tact and courtesy in dealing with others; initiative and resourcefulness in solution of problems; accuracy.

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