

Approved 11/30/93  
Revised 4/03/95

SECRETARY TO THE DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a secretarial position which supports the Director of Planning and Economic Development, Senior Planners and Planners. The employee performs complex clerical tasks and exercises discretion and independent judgement in dealing with highly confidential material relating to Planning and Economic Development issues and in interacting with the public, other departments and agencies. General supervision is not a responsibility of the incumbent. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Types, composes and maintains letters, records, payroll data and status reports;  
Creates and maintains a variety of confidential files;  
Compiles and organizes news articles relevant to the Office of Planning and Economic Development;  
Assists in some activities relative to the State and Federal grant programs;  
Assists in loan program administration, establishing accounts, compiling loan files, tracts commitment of loan funds, etc.;  
Assists in preparation of legal documents and coordinates review of legal documents with Corporation Counsel;  
Follows up on delinquencies and other legal actions;  
Confirms job creation commitments;  
Prepares and distributes surveys.

ENTRY LEVEL KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of office terminology, policies and procedures; knowledge of terminology, vocabulary and letter formats used in business correspondence; ability to operate a variety of office equipment (e.g., typewriter, computer, calculator, telephone, photocopier, postage machine); ability to independently compose business correspondence using proper grammar, punctuation and spelling; ability to show discretion in handling confidential material; ability to maintain a filing system; ability to understand and follow oral and written instructions; ability to complete complex clerical assignments independently; ability to collect and organize a variety of data; ability to screen calls and route routine matters to appropriate staff members; ability to maintain routine accounting records (e.g., disbursements, receipts, and small business loans); ability to schedule appointments and maintain a calendar; ability to schedule board meetings and notify members of the news media of such meeting; ability to exercise speed, accuracy and skill in clerical activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of spreadsheets, income statements, balance sheets, and profit and loss statements; knowledge of zoning ordinances; knowledge of IBM compatible software (Wordperfect, Lotus).

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered two-year college or university with an associate degree in secretarial science, or a closely related field and two years of secretarial experience;

OR

(B) Graduation from high school and four years of experience as outlined in (A) above;

OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.