

SECRETARY TO CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility to serve as an administrative secretary to the Corporation Counsel, relieving him/her of administrative and business detail and resolving day to day operational problems. This work also involves responsibility for performing difficult and complex secretarial tasks. The work can be characterized as involving responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. Supervision is not a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as personal secretary to the Corporation Counsel, which includes the composition of letters in response to routine inquiries for information, answering routine questions from general public and other related office duties;

Prepares correspondence, memoranda, reports, legal documents, minutes of meetings and contracts using a personal computer;

Schedules and arranges meetings, conferences and appointments relative to confidential matters;

Coordinates the maintenance of confidential city personnel records and reports such as the results of drug and alcohol tests;

Designs, sets up and maintains files of correspondence, documents and records related to the activities of the agency;

Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;

Prepares reports using statistical and narrative information;

Opens, reviews, sorts and prioritizes incoming mail, researches and attaches appropriate background material to correspondence;

Orders office supplies and maintains inventory of supplies and equipment;

Tracks archival records in records center;

Operates a personal computer, peripheral equipment and other related office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices;

Thorough knowledge of modern office terminology, procedures, equipment and business English;

Good knowledge of the organization, functions, policies, regulations, and terminology of the Counsel's Office;

Ability to handle administrative details independently, including the composition of letters, memoranda and reports;

Ability to maintain record systems and prepare written or statistical reports;

Ability to understand and interpret written material;

Ability to summarize information in both narrative and numerical form;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases at an acceptable rate of speed;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Tact and courtesy;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or a related field and one (1) year of secretarial or clerical experience in administrative office support which involved using a personal computer; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.