

CONFIDENTIAL ASSISTANT TO TOWN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position provides a personal and confidential aide to a Town Supervisor to serve in any capacity desired whether in administration, bookkeeping, public relations, investigative, secretarial, etc. It is an umbrella title to provide for services as specified in Paragraph 15, Section 29 of the Town Law. As this position is intended to provide services in areas of particular concern of an incumbent Town Supervisor, particularly those that are sensitive in nature, the exercise of communication and action must reflect the policies and goals of the Supervisor. Appointments to the position are made by the Town Supervisor who provides either general or direct supervision as may be required by circumstances. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs administrative functions within the office of a Town Supervisor, or technical or professional duties therein when called for, utilizing specific knowledge and expertise;
As required, follows-up and reports on such actions that may become problems;
Prepares correspondence for the Supervisor's signature;
Takes part in confidential or sensitive issues as necessary and follows-up as required;
Secures information from a variety of sources to aid the Supervisor in making decisions;
Researches and compiles special information from existing town records;
May speak for the Supervisor in answer to concerns of residents or routine official queries from other agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of administrative practices and procedures; ability to analyze and define problems and formulate appropriate solutions; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Qualifications are determined by the Town Supervisor.

NOTE: Replaces specifications titled Clerk to Supervisor and Confidential Secretary to Supervisor.