

CONFIDENTIAL SECRETARY TO SUPERINTENDENT OF HIGHWAYS*

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature involving a number of administrative duties. The work is performed under general supervision in accordance with specific policies and objectives but permits the exercise of considerable independent judgment. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Handles all confidential correspondence for the Superintendent of Highways by composing and preparing replies for review and official signature;
Maintains confidential and regular correspondence files;
Screens mail and telephone calls and sets priorities for official response;
Schedules appointments for superior and keeps his/her calendar;
Maintains personnel files on all employees in the department, keeps attendance records and daily timesheets and reviews requests for time off;
Takes dictation and types same;
Assists in the preparation of budgets and reports by gathering statistical information and other figures;
Contacts vendors as needed;
Conducts surveys and performs research for special projects as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of supervisory techniques and administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*This reflects a retitling of Confidential Secretary to the Town Superintendent of Highways.