

CONFIDENTIAL SECRETARY TO THE BOARD OF ETHICS

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work involving responsibility for providing confidential office support to the Board of Ethics in the Office of the County Executive. The work is performed under the general direction of the Chairman of the Board of Ethics and in accordance with laws, specific policies and objectives as determined by the County Executive. Work direction (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, sorts, distributes and prepares all confidential correspondence for the Board of Ethics;

Prepares written responses to general questions regarding Board of Ethics procedures, requests for information, etc.;

Screens telephone calls and schedules appointments in matters requiring the Board of Ethics' review;

Distributes annual financial disclosure forms;

Opens and reviews completed financial disclosure forms;

Maintains Board of Ethics confidential files;

Prepares routine reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out oral and written instructions; ability to establish and maintain successful relations with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (05.12.2005) 07.15.2015
Exempt