

CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature that may involve a variety of administrative duties within the Department of Mental Health. The work is performed under the general supervision of the Commissioner of Mental Health in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, distributes and prepares all confidential correspondence for the Commissioner of Mental Health;

Performs a variety of secretarial functions and organizes and carries out day-to-day operations for the Commissioner of Mental Health;

Prepares correspondence for official signatures;

Maintains a calendar and schedules appointments for the Commissioner of Mental Health;

Reviews, analyzes, and replies to correspondence with the public and officials;

Gathers and exchanges information with administrators and staff who provide support for the completion of special projects;

Responds to telephone and in-person inquiries by providing information, taking messages, referring the public to appropriate staff, etc.;

Maintains a variety of contracts for the Department of Mental Health including the preparation of various letters, obtaining insurance forms, maintaining files for audit and legal filing;

Conducts special studies, surveys, and research as assigned by the Commissioner of Mental Health;

Types various legal documents and may record dictation;

Maintains and prepares a variety of records and reports, manuals, etc.;

May assist in the preparation of budgets, reports and statistical information;

May maintain petty cash and revolving funds and reconcile both accounts.

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 basic administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out oral and written instructions; ability to exercise independent judgement; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.