

CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the responsibility for performing administrative functions with a considerable level of independent judgment for the Commissioner of Mental Health. The work is performed under the general supervision of the Commissioner of Mental Health. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, distributes and responds to general and confidential correspondence and compose letters for official signature on behalf of the Commissioner of Mental Health;
Performs a variety of administrative functions and carries out the day-to-day operations for the Commissioner of Mental Health;
Responds to phone and in-person inquiries by providing information, taking messages, and referring the inquiry to the appropriate staff;
Maintains various files, including confidential and personnel records;
Maintains a variety of contracts for the Department of Mental Health by preparing correspondence, gathering and maintaining insurance forms, and organizing files for both audit and legal purposes;
Facilitates information gathering and communication among executive staff, administrators and other support personnel for the completion of special projects;
Conducts special studies, surveys, and research as assigned by the Commissioner of Mental Health;
Prepares a variety of legal documents and may take and record notes at meetings;
Maintains and prepares a variety of records and reports, project plans and manuals, etc.;
May assist in the preparation of budgets, and statistical information;
May attend meetings and act on behalf of the Commissioner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of office management; good knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials; ability to carry out oral and written instructions; ability to supervise the work of others; ability to establish and maintain cooperative working relations with others; ability to use computer programs and applications (e.g., Microsoft Word, Excel).

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.