

CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF SOCIAL SERVICES

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 of the Commissioner of Social Services 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 Commissioner of Social Services;
Performs all secretarial work and organizes and carries out day-to-day operations for the Commissioner of Social Services;
Prepares correspondence for official signatures;
Keeps the calendar and schedules appointments for the Commissioner of Social Services;
Receives, analyzes and replies to correspondence with the public and officials;
Maintains a variety of personnel, financial and other files, including records of clients who are employees;
Keeps records of all contract negotiations with agencies and children's institutions;
Conducts special studies, surveys and research as assigned by the Commissioner of Social Services;
Takes stenography and types dictation of various legal documents;
Maintains petty cash and revolving funds and reconciles both accounts;
May assist in the preparation of budgets, reports and statistical information.

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.

R.C.D.P. (01.01.1992) 07.14.2015
Exempt