

## **SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily work of a clerical and secretarial nature, which requires a high degree of initiative in the recording of minutes of meetings and in the organization and completion of the clerical work of a Board or Commission. Related work may be performed as required. This class of position is usually limited to part-time and usually involves attendance at evening meetings and performance of work in the home. General direction is received from the chairperson of the board or commission. When the position is distinguished in title as secretary to a specific board or commission, which has been authorized by law to appoint a secretary, it is allocated to the Exempt Class pursuant to Section 41 of the Civil Service Law.

### **TYPICAL WORK ACTIVITIES:**

Records minutes of meetings and transcribes, duplicates and distributes them;  
Assembles discussion materials for consideration at meetings;  
Assists in establishing agenda items and types agenda;  
Types and mails notifications of meetings;  
Replies to routine correspondence;  
Prepares legal notices and assures their publication;  
Maintains files;  
May take and transcribe dictation.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of correct English usage; good knowledge of alphabetic or numeric layout for typewritten reports and summaries; good knowledge of business arithmetic; ability to type at a rate of forty (40) words per minute and, if required, to record dictation at a rate of ninety (90) words per minute\*; ability to understand and carry out moderately difficult oral and written instructions.

### **MINIMUM QUALIFICATIONS:**

- a. Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience; or
- b. Six (6) years of experience in an office clerical or business environment; or
- c. Any equivalent combination of training and experience as defined by the limits of (a) and (b).

### **NOTES:**

- a. Any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
- b. Post high school education may be substituted for the required experience on a one-for-one basis for business or secretarial curricula and for up to one year of the required experience or any other curriculum.

\*To be demonstrated during the probationary period.

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Competitive