

SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS: This employee performs a variety of administrative tasks for a Director or official of a major bureau, division or component of a governmental department or agency. The assignments may be of a specialized nature for programs peculiar to that operating unit involving tasks to facilitate the continuing operations of that unit including the coordination of activities essential in obtaining unit goals or mission. In many respects this employee functions as a secretary to the program official or administrator, by absorbing as much of the administrator's tasks in order to free him/her for higher level planning and program coordination. Although this employee does not normally supervise subordinates, their activities impact directly upon the direction of work undertaken by employees, professional and support, working in lower level programs, offices and units. The work is performed under the general supervision of administrators. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Under the general direction of an administrative officer, performs tasks vital to the continuing and effective operations of a major program segment in a governmental agency;
- Gathers data, collects statistics and generates reports pertinent to the department's operations on fiscal and budgetary matters, educational achievement and similar type matters;
- Operates a computer and/or word processor and peripheral equipment pertinent in recording data and as needed in preparing statistical, financial and programmatic reports;
- Attends meetings, takes minutes, prepares agendas, transcribes minutes and prepares resolutions and determinations for distribution to all interested parties;
- Works on agency projects and on special activities to facilitate success in undertakings, such as on training programs, workshops and seminars, special meetings and conferences and special activities;
- Relieves administrators of details relative to the agency's programs and on ongoing daily operations;
- Functions as a secretary to the administrator, maintains confidential personnel records, information on employee recruitment, teacher certification, health insurances as well as any other process pertinent to that agency's program;
- Processes all personnel forms and data pertinent to the hiring, qualifying, investigating, enrolling and registering potential employees either as certificated and/or Civil Service type;
- Performs a variety of secretarial tasks including taking and transcribing dictation, making appointments, maintaining files and budgetary and fiscal data and projects good public relations with agency's clients, staff and the public; processing expense vouchers and claims, purchase orders, requisitions and related matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures, as well as organizational reporting and communications; good knowledge of business arithmetic and English; ability to take and transcribe dictation; ability to plan and lay out work for others and to secure their cooperation; ability to type at an acceptable rate of speed; resourcefulness in the solution of procedural and organizational problems; tact and courtesy; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; **AND EITHER -**

- (A) Graduation from a regionally recognized or New York State registered college or university with an Associate Degree in Secretarial Science or Public Administration or a related field AND one year of experience in a secretarial capacity to a chief executive officer or an officer in charge of a major functional program;
- Or** (B) Three years of experience in a secretarial capacity to a chief executive officer or an officer in charge of a major functional program;
- Or** (C) An equivalent combination of training and experience within the limits of (A) and (B).

PROMOTIONAL QUALIFICATIONS: One year experience as a Secretary I.

NOTE: For positions at Herkimer County BOCES, stenographic skills are not required.*

Competitive Class

Adopted June 1989 CSC; *Amended 11/21/2002 Personnel Officer