

SECRETARY TO DEAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of complex clerical operations and administrative support tasks within the Community College. The work calls for continuous exercise of independent judgment in managing the routine of an office and in giving out information regarding college policies and procedures. The work requires public contact and interacting with faculty and staff. Employees in this class work under general supervision receiving detailed instructions only where policies have not been determined. Limited supervision may be exercised over work-study students and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Types correspondence, memoranda, reports and other documents using a personal computer;
- Composes and types correspondence on matters where policies and procedures are well defined;
- Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate using independent judgment;
- Compiles and prepares data related to facilities usage, budget preparation and monitoring of operating revenues and expenses;
- Schedules conferences and meetings;
- Maintains confidential and general office files;
- Receives, sorts and distributes incoming mail;
- Orders supplies and materials;
- Prepares and processes requisitions and invoices;
- Collects information to be used as a basis for reports and memoranda and prepares summaries;
- Answers telephone and gives out information;
- May supervise other lower-level clerical staff;
- May transcribe correspondence from dictation equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, practices and procedures; good knowledge of business arithmetic and English; good knowledge of the organization and functions of the office to which assigned; working knowledge of the practices of operating personal computers, telephone and office equipment; ability to handle routine administrative details independently; ability to operate a personal computer; ability to prepare and maintain program records and routine reports; ability to establish a cooperative work relationship with others; ability to establish cooperative relations with the public; ability to react and respond, using good judgment, in critical situations; ability to carry out oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either –

(A) Graduation from a regionally accredited or New York State registered college with an associate's degree in secretarial science or related field and three (3) years of clerical experience;

Or (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience;

Or (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Competitive Class

Established 12/04/02 Personnel Officer