

## **SECRETARY TO THE HIGHWAY SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing difficult and complex secretarial tasks and administration support for the Highway Department. The work can be characterized as involving increasingly responsible secretarial tasks requiring a high degree of mature judgment and knowledge of managing the administrative tasks of the highway office. Work is performed in accordance with general instructions received from the Highway Superintendent with considerable leeway for independent decisions in carrying out assignments. Supervision is exercised over clerical workers; does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Operates a computer which may function independently or within a network;
- Functions in a secretarial capacity for setting up meeting dates, appointments and confidential personnel matters;
- Performs a variety of clerical and typing functions as needed;
- Keep complex records of all department activities;
- Plans, assigns and reviews clerical work and instructs employees in the details of specialized clerical work;
- Receives and reviews complaints and assigns necessary follow-up action;
- Assists Superintendent in the preparation of budget information, accounting tasks, collection of data, compiling of statistics, and solutions to personnel problems;
- Supervises and participates in the accounting tasks related to capital construction activities;
- Performs the more confidential aspects of the Superintendent's work including maintaining and processing personal data and information such as evaluation reports, disciplinary proceedings and employee contracts;
- Orders supplies and materials;
- Prepares and processes requisitions, invoices and vouchers.

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

Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures; good knowledge of arithmetic and English; working knowledge of operating personal computers, telephone and office equipment; ability to handle routine administrative details independently; ability to plan, assign and supervise the work of clerical staff; ability to prepare and maintain records and routine reports; ability to understand and carry out complex oral and written directions; ability to deal effectively with the public; good judgment in solving complex clerical problems and personnel problems; initiative and resourcefulness; tact and courtesy; integrity; 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 business administration, secretarial science or related field and three (3) years of business administration or high-level clerical experience, one year of which must have involved supervising duties;

Or (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of business administration or high level clerical experience, one year of which must have involved supervisory duties;

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