

CONFIDENTIAL SECRETARY TO THE TOWN SUPERVISOR Tompkins County

Department: Various Towns
Classification: Competitive
Labor Grade: 0
Approved: 1
Revised: 05/11; 10/12
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree in secretarial sciences or closely related field and two years of clerical experience in an office setting; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in an office setting; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative level position that involves responsibility for the performance of a variety of complex and highly confidential clerical, accounting and administrative tasks in support of the Town Supervisor. The essential nature of the work is such that a substantial degree of personal confidence exists between an incumbent in this position and the elected Town Supervisor. Internal and external contacts occur on a regular basis. There is frequent interaction between this position and the senior level and management staff of other Town departments and various external agencies. An incumbent in this class exercises considerable autonomy when performing the duties of the position. Broadly stated guidelines are available, however, the incumbent is regularly required to initiate new work procedures and methods. Unusual problems or situations are analyzed and discussed with the Town Supervisor in order to determine the appropriate course of action to take. The work is performed under the general direction of the Town Supervisor with wide latitude for the exercise of independent judgment. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (including, but not limited to:)

Gathers data and documentation to prepare detailed vouchers for accounts payable and invoices;
Sets up and maintains organized files of voucher copies for reference;
Coordinates, maintains, and prepares a wide variety of reports, records, forms, and documentation related to Town activities (Speed is not a significant factor);
Assists with the preparation of Town Board agendas and supporting documents;
Maintains department files;
Interacts directly with internal and external customers of the Town when carrying out the directives of the Town Supervisor;
Reads incoming mail, conducts general correspondence and routes balance to proper official;
Collects, compiles, designs, and produces contractual and other worksheets in various activities categories;
Performs receptionist duties such as answering the phone and taking messages, and acts as the point of contact for department employees;
Coordinates and maintains the Supervisor's calendar;
Types a variety of miscellaneous correspondence and documents (speed is not a significant factor);
Assists town residents, and various officials;
Performs a variety of clerical duties such as filing, faxing, copying, and computer data entry;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of governmental organization and budgetary procedures;
Working knowledge of federal, state, and town laws, regulations, and ordinances;
Ability to compose correspondence, reports, and maintain records;

Ability to establish and maintain effective working relationships with other public officials and the general public;
Ability to be firm, tactful, courteous and use good judgment;
Ability to maintain confidentiality is of the utmost importance;
Ability to communicate effectively, orally and in writing;
Ability to understand and carry out complex oral and written instructions;
Possession of high professional standards, integrity and honesty;
Ability to use personal computers including Microsoft Word, Excel, Power Point and Publisher (speed is not a significant factor but accuracy is important);
Preference in appointment may be given to Town of Dryden residents.
The employee's physical condition shall be commensurate with the demands of the position.

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