

## COLLEGE SECRETARY I

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves the performance of varied clerical and secretarial tasks in a faculty or administrative office of the Ulster County Community College. The work is carried out in accordance with established procedures and may involve supervising clerical assistants. Work is performed under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. A significant portion of the work involves typing. Depending on the work location, the incumbent may be required to take and transcribe dictation. Supervision may be exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs all clerical activities in an administrative office of the Ulster County Community College;

Provides clerical assistance to faculty members by typing correspondence, articles, examinations and a variety of media;

Functions as a secretary to an administrator, a faculty member, or a group of faculty members.

Checks reports and other documents for clerical accuracy, completeness and conformance with established procedures;

Composes and types routine correspondence;

Retrieves and assembles a variety of data from office records for inclusion in various reports;

Reproduces, collates, indexes and files documents and correspondence;

Orders office supplies;

Operates common office equipment;

Answers telephones, gives out routine information to students and the public, makes appointments for superiors and directs callers to the proper office.

May assign, instruct, and review work of student assistants or new employees in specialized clerical work of a unit;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

May take and transcribe dictation;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of agency policy, rules and regulations; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; depending on location of appointment, ability to take and transcribe dictation at an acceptable rate of speed; ability to plan and supervise the work of a small number of staff; ability to get along well with others; ability to meet and deal effectively with college students, administrators, faculty and the general public; clerical aptitude, tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Successful completion of the eighth grade in school, or its equivalent; and one year of full-time paid clerical experience, or its' part-time equivalent; **OR**
- B. Two (2) years of full-time paid clerical experience, or its' part-time equivalent.

Notes:

- 1. Successful completion of college coursework at a regionally accredited or New York State registered college or university may be substituted for up to one year of the work experience required above as follows: One year of work experience equals thirty (30) credit hours.
- 2. Successful completion of a clerical training program may be substituted for up to one year of the work experience required above as follows: One year of work experience equals one year of clerical training.
- 3. In no case will a candidate qualify for appointment to positions in this class without having at least one year of full-time paid clerical experience, or its' part-time equivalent.

ULSTER COUNTY  
1410 COL SEC I  
Classification: Competitive  
Grade: 6  
Union: CSEA

Adopted: March 18, 1982  
Revised: March 8, 1994