

COLLEGE SECRETARY II

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of complex and varied clerical and secretarial tasks in a faculty or administrative office of the Ulster County Community College. The work is performed under general supervision with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of subordinate personnel. 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.

Functions as a secretary to an administrative official or faculty member;

Supervises and/ or performs complex clerical and secretarial tasks in support of faculty or an administrative function;

Reviews reports and other documents for completeness, accuracy and conformance with established procedure;

Composes and types correspondence;

Indexes and files documents and correspondence;

Prepares mailings and agendas;

Assembles a variety of data from office records for incorporation in various reports;

Keeps control of office budget and orders office supplies as necessary;

Answers the telephone, provides information to the public and makes appointments for superiors;

Instructs employees in the performance of clerical work;

May maintain attendance records for other employees;

May schedule campus activities;

May assign and review work.

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 supervise the work of others; ability to understand and perform oral and written directions; ability to type at an acceptable rate of speed; ability to deal effectively with students, faculty and the public; clerical aptitude; initiative, integrity, tact, courtesy and resourcefulness; 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 one year of full-time paid clerical/ secretarial experience, or its' part time equivalent; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical/ secretarial experience, or its' part-time equivalent; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
1420 COL SEC II
Classification: Competitive
Grade: 9
Union: CSEA

Adopted: March 18, 1982
Revised: July 1, 1996