

**CONFIDENTIAL SECRETARY TO THE DIRECTOR OF EMERGENCY
COMMUNICATIONS/EMERGENCY MANAGEMENT**

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class functions as the confidential secretary to the Ulster County Director of Emergency Communications/Emergency Management while performing a variety of high level clerical/administrative tasks. The employee is also responsible for managing the administrative functions of the department and for acting as the liason for technical service needs within the department. This is a confidential position with access to critical sensitive information regarding 911, communications, law enforcement information and personal financial information of residents involved in the state and local buyout programs. The work is performed under the direct supervision of the Director and Deputy Director of Emergency Communications/Emergency Management with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. 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.

Assists the Ulster County Director of Emergency Communications/Emergency Management and others in carrying out specialized services for the department;

Processes sensitive information regarding law enforcement information, 911 information and personal financial information of residents involved in the state and local buyout programs;

Composes and types routine correspondence such as i.e.: memoranda, reports and other materials needed for the Director and other management staff within the department;

Files and keeps records of confidential nature;

Collects and compiles data and statistics relating to a variety of departmental needs;

Conducts routine correspondence on matters which involve the interpretation of policies and procedures;

Communicates with other department heads, employees and the public, via e-mail, in writing and orally as necessary;

Coordinates, performs and maintains departmental account keeping records, including the preparation of invoices, purchase orders and requisitions;

Prepares all contracts and amendments related to federal, state and local programs and participates in all matters of procurement;

Prepares payroll for the department and all personnel transactions;

Supervises inventory control of departmental supplies, equipment and related records;

Tracks expenditures in various departmental budget categories and assists in preparation of annual budget;

Reviews and distributes mail;

Schedules appointments and coordinates staff and other meetings;

Answers telephone, takes messages, directs callers to proper persons and gives out routine information;

May coordinate and perform various administrative duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and methods; thorough knowledge of Business Arithmetic and English; working knowledge of the principles and practices of office and personnel management; good knowledge of the functions of local government and the relationship among departments, and the interaction between public and private agencies; ability to track and monitor budget accounts and other program data; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; ability to type accurately at an acceptable rate of speed; ability to secure the cooperation of others and to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and one (1) year of full-time paid, or its part-time equivalent, work experience in providing progressive administrative and clerical support; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of full-time paid, or its part-time equivalent, work experience in providing progressive administrative and clerical support; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience in providing progressive administrative and clerical support; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY

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Classification: Proposed Non-Competitive

MGT

Adopted: November 24, 2015