

CONFIDENTIAL SECRETARY TO THE INSURANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class functions as the personal secretary to the Insurance Officer, performing a variety of clerical/ secretarial tasks requiring confidentiality, and involves responsibility for office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities in the Insurance Department, or in applying policy. The incumbent will facilitate administrative determinations, which have been reviewed and approved by the Insurance Officer and others as requested. A significant portion of the work involves word processing, spreadsheet and database maintenance. The work is performed under the direct supervision of the Insurance Officer with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision may be exercised over clerical employees assigned to the department. 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.

Types letters, memoranda, reports and other materials;

Composes routine correspondence and memoranda;

Files and keeps records of confidential nature;

Assists the Insurance Officer and others in carrying out specialized services for the department;

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, written and orally as necessary;

Coordinates, performs and maintains departmental account keeping records, procurement, time attendance records and preparation of payrolls;

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;

Oversees Records Maintenance Management as it pertains to Administration;

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

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 or higher level degree, and one (1) year of full-time paid, or its part-time equivalent, progressively responsible clerical work experience which involved responsibility for administrative details; **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 as defined by the limits of A above; **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 as defined by the limits of A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
1658 CON SEC IN
Classification: Proposed Non-Competitive
MGT

Adopted: January 7, 2020