

## CONFIDENTIAL SECRETARY TO THE OFFICE OF BUSINESS SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class functions as the confidential secretary to the Director of the Ulster County Office of Economic Development. The incumbent performs a variety of high level 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 non-technical activities and applying policy in the department. The incumbent will facilitate administrative determinations, which have been reviewed and approved by the Director of the Ulster County Office of Economic Development and others as requested. This position is the key point of contact for all financial and technical programs of the department. A significant portion of the work involves high level word processing, spreadsheet and database maintenance. The work is performed under the direct supervision of the Director, Deputy Director and Business Services Administrator of the Ulster County Office of Economic Development 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.

Functions as the confidential secretary to the Director of the Ulster County Office of Economic Development;

Assists the Business Services Administrator and others in carrying out specialized services for the department;

Collects and compiles data and statistics relating to a variety of departmental needs and maintains the business and economic databases as well as IDA and OBS websites;

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

Acts as recording secretary to the Ulster County Industrial Development Agency, and their affiliated committees, Shovel Ready Committee, Ulster County Revolving Loan Funds, etc.;

Coordinates the management of requests and documents;

Maintains all divisional files, supported board books and archival materials for the purpose of audit and state and federal mandated requirements;

Prepares agendas and packets for meetings, composes letters, memoranda, reports and other materials for the division and supported boards;

Files and keeps all records of confidential nature;

Coordinates all business recognition events, public hearings and informational events, including the Annual Business Award Dinner and UCIDA public hearings;

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

Coordinates, performs and maintains divisional and supported board records including procurement, time attendance records, bylaws, required filings, policy documents and preparation of payrolls;

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; good knowledge of the functions of local government, the relationship among departments and the interaction between public and private agencies; working knowledge of the principles and practices of office and personnel management; 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 six (6) months 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 two (2) 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 four (4) 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  
1632 CON SEC BS  
Classification: Proposed Non-Competitive  
NUMGT

Adopted: January 1, 2013  
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Revised: December 27, 2019