

## **SECRETARY TO THE COMMISSIONER OF SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for office management and liaison work and secretarial support involving the frequent exercise of independent judgment in planning and coordinating the activities of the office of the commissioner of Social Services. In order to free the time of the Commissioner, the incumbent will facilitate administrative determinations that have been reviewed and approved. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision may be exercised over subordinate employees assigned to the department or unit. 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 Commissioner of Social Services in carrying out the services of the agency;

Conducts efficiency studies by collecting and compiling data and statistics relating to the organizational work flow;

Submits recommendations for the improvement of procedures and the solution of administrative problems;

Conducts correspondence and maintains and coordinates correspondence on matters where policies and procedures are defined or with the general input of the Commissioner;

Maintains contacts with units within the department and other public and private agencies to assist in solving mutual problems and develop improved services;

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

Collects and compiles estimate budget data, assists in the preparation of the budget and the maintenance of budget control;

Coordinates and supervises the maintenance of departmental account keeping records, personnel records, and preparation of payrolls;

Interviews office callers, newspaper reporters, salespersons, etc., and furnishes general information about departmental functions and activities;

Reviews mail and processes various requests and claims.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of office terminology, procedures and methods; extensive knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office and personnel management; good knowledge of the functions of local government and it's relationship among its' departments, and the interaction between public and private agencies; working knowledge of office machines; working knowledge of the

principles and practices of account keeping and budget control; ability to organize, assign, coordinate, and review the work of clerical subordinates; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; ability to present oral and written comments and opinions clearly and concisely; 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; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree or higher level degree and one year of full-time paid, or its' part-time equivalent, experience involving the management and operation of a business or government office; **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  
5865 SEC COM SS  
Classification: Competitive  
Union: UCSA  
MGT

Adopted: March 23, 1999