

## SECRETARY TO THE PERSONNEL OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This position 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 Personnel office, or in applying policy. In order to free the time of the Personnel Officer, the incumbent will facilitate administrative determinations, which have been reviewed and approved. A significant portion of the work involves word processing and spreadsheet maintenance, and may include the taking and transcribing of dictation. The work is performed under the general supervision of the Personnel 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.

Assists administrative staff in carrying out specialized services of the department;

Schedules and coordinates staff and other meetings;

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

Conducts routine correspondence on matters which do not involve the interpretation of policies and procedures;

Communicates with employees, the public, sales representatives and others, furnishing general information about departmental functions and activities;

Reviews and distributes mail;

Utilizes various word processing programs, spreadsheets and data base programs;

Coordinates and performs the maintenance of departmental account keeping records, time and attendance records, and the preparation of payrolls;

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

Tracks expenditures in various departmental budget categories, alerting the appropriate staff if funds in a particular category run low;

May take and transcribe meeting minutes and dictation at an acceptable rate of speed and accuracy;

May coordinate and perform various administrative duties in the maintenance of Personnel/Benefits programs for Ulster County employees.

**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; 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 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  
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Classification: Competitive  
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Adopted: August 23, 2001  
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