

SECRETARY

Department: Varies
Classification: Exempt
Specification Number: 1040
Approved: 11/9/21
Revised: By JG

MINIMUM QUALIFICATIONS

This position is in the exempt class; therefore, there are no minimum qualifications.

DISTINGUISHING FEATURES OF THE CLASS

Section 41 of the Civil Service Law states where this position can be established, and Appendix A of the Babylon Town Civil Service Rules sets forth the specific positions in this class which have been approved in the exempt class by the New York State Civil Service Commission. This is a responsible exempt class position distinguished by the confidential nature of its duties. The level of responsibility and complexity of duties will vary according to the requirements of the department, board or commission being served. Personal characteristics, not measurable by competitive examination, such as trustworthiness and compatibility with department or agency philosophy are essential to satisfactory performance of the job. Supervision may be exercised over subordinate office staff members.

TYPICAL WORK ACTIVITIES

Responsible for typing confidential letters and correspondence;
Receives, sorts and prepares incoming mail for department review;
Prepares written replies to inquiries from federal, state and local officials, other department heads and the general public as to the operations of the department;
Assists in the preparation of departmental budget and operating cost estimates;
Prepares payroll information and maintains records of personnel changes;
Responsible for office supply inventory and reordering when necessary;
Schedules departmental business meetings, takes minutes of meetings, and prepares reports and summaries of business transacted;
Responsible for maintaining accurate and up to date files of department activities and correspondence.
Performs related work as required by the Department Head.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the philosophy and method of operation of the department, board or commission; ability to perform office duties in a confidential and responsible manner; ability to communicate effectively, orally and in writing; ability to establish effective working relationships with department heads, federal, state and local officials and the general public.