



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening

Secretary I

Office for the Aging

LAST DATE TO FILE: January 22, 2019 by 4:30pm SALARY: \$17.06/hr

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Office for the Aging. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: The work involves responsibility for independently performing complex clerical operations and administrative support tasks for an administrative officer or program manager. Incumbents spend a substantial amount of time operating a personal computer, word processor or typewriter and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. Immediate supervision may be exercised over the work of one or more clerical assistants. This class differs from that of Secretary II by the more limited scope of duties and decision-making responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares correspondence, documents, records and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;

Composes and prepares correspondence on matters where policies and procedures are well defined;

Maintains and updates database/spreadsheet records on a personal computer;

Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;

Schedules conferences, meetings and makes travel arrangements;

Establishes and maintains confidential and general office files;
Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;
Receives, sorts and distributes incoming mail;
Checks, codes and processes requisitions, claims and bills;
Prepares and maintains financial, statistical and personnel records;
Collects fees and accounts for monies received;
Maintains personnel records, and types payrolls;
Occasionally operates mimeograph, copier, computing, calculating and other office machines;
Cuts and proofreads stencils;
Monitors and tracks status of program activities;
Orders supplies and materials;
Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;
Transmits instructions from supervisor to staff and follows up to ensure deadlines are met;
Answers telephone and gives out information.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in secretarial science or a closely related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which involved the operation of a typewriter or computer for word processing and database or spreadsheet application; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

PLEASE NOTE Clerical experience is defined as activities involving the performance of routine office tasks, such as keeping of records & accounts, correspondence, recording/entering & retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.

PROMOTION: One year of permanent competitive class status in a lower level clerical title such as Typist/Keyboard Specialist, Account Clerk Typist/Keyboard Specialist, Library Clerk.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Date Issued: January 4, 2019