



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
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Lorry Johnson
Personnel Officer

Job Opening Confidential Secretary to the County Administrator Schuyler County Administrator's Office

LAST DATE TO FILE: December 21, 2023 – Applications must be received in Civil Service office by 4:30pm

SALARY: \$45,123 - \$56,405 dependent on experience with excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time.

HOW TO APPLY: All candidates must submit a Civil Service application to: Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 by the established deadline. Faxed and emailed applications are accepted.

VACANCY: At the present time, there is one scheduled full-time opening for a Confidential Secretary to the County Administrator effective January 1, 2024.

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 the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: This is an important administrative and clerical support position involving responsibility and confidentiality in performing duties that are essential in a chief administrative officer's environment. The duties are performed as established by the County Administrator. Exercises independent judgment in regard to office procedures, clerical tasks and public relations. Position falls within the Management/Confidential employment category.

TYPICAL WORK ACTIVITIES:

Confidential Secretary to the County Administrator Duties:

Prepare information for distribution, i.e. press releases, etc.

Disseminate information to Legislators, department heads, county employees, other agencies, and the public;

Process travel request forms and maintain travel records;

Contact person for County departments and Information Technology service providers;

Reception—open mail, answer phone, or greet visitors personally, give or receive information, act on information or refer as appropriate, schedule appointments;

Assist with preparation of County budget and maintain departmental accounts;

Prepare, type, and disseminate a variety of documents, reports, and correspondence;

Gather information and prepare reports;

Maintain employers' and department calendars integrating with Legislature, etc.;

Prepare travel requests, make travel arrangements and prepare vouchers;

Attend meetings at employers' request, take minutes or dictation, and then transcribe.

Duties of Confidential Secretaries:

Perform administrative, management, and clerical duties to include:

Reception—open mail, answer phone, or greet visitors personally; give or receive information, act on information, or refer as appropriate

Files--open, maintain, review for completeness, close, and coordinate records retention

Order office supplies and furniture and prepare vouchers

Assist with preparation of County budget and maintain departmental accounts

Perform legal or other research

Maintain up-to-date reference materials and forms

Prepare, type, and disseminate a variety of documents, reports, and correspondence

Gather information and prepare reports

Take minutes or dictation, then transcribe

Maintain logs of documents and act on in a timely manner

Schedule appointments

Maintain employers' and department calendars integrating with Courts, Legislature, etc.

Prepare travel requests, make travel arrangements and prepare vouchers

Attend meetings or court proceedings at employers' request

Maintain employee logs and prepare Personnel Activity Reports and Accrual reports

Prepare resolutions for Legislative approval

Supervise and train other clerical employees (if applicable)

Perform other duties as assigned by employer

Act as liaison between county and web masters for all website changes/updates

SUGGESTED MINIMUM QUALIFICATIONS:

- A. Associate's degree in office technology, secretarial science, or business administration and two years of upper-level or executive secretarial experience which included computer use and bookkeeping; or
- B. Graduation from high school or possession of an equivalency diploma and four years of secretarial experience with at least two of the years experience as described in (A).
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

OTHER QUALIFICATIONS:

Excellent office skills including keyboarding, office equipment, and personal computer;
Knowledge of commonly used software programs for word processing and spreadsheets;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain positive working relationships with others;
Ability to perform basic bookkeeping;
Ability to maintain highest standards of confidentiality;
Highly organized;
Physical condition commensurate with the demands of the position.

Applications and announcements are available at www.schuylercounty.us or at 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: November 28, 2023