

DEPARTMENT: NORTH TONAWANDA
CLASSIFICATION: EXEMPT APPROVED BY STATE CSC 05/19/2003
APPROVED: APRIL 11, 2022

CONFIDENTIAL SECRETARY TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as confidential secretary to the Mayor and is responsible for performing difficult and complex secretarial tasks. The work involves responsible secretarial tasks requiring a high degree of mature judgment and knowledge of City departments and procedures. Work is performed under the general direction of the Mayor who assigns and directs work. Frequent exercise of independent judgment is required. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as personal secretary to the Mayor;
2. Answers and screens phone calls for the Mayor including receiving complaints and attempting to resolve them;
3. Prepares the Mayor's schedule, arranges appointments and meetings, and assists in the preparation of information needed by the Mayor for such;
4. Responds to correspondence, composes all letters, memos and required documents;
5. Receives, opens and directs mail;
6. Inputs all confidential correspondence dictated by the Mayor;
7. Performs routine office duties such as maintaining inventory, purchasing office supplies, and maintaining required books, committee records and appointments;
8. Maintains office records and performs support staff activities unique to the Mayor's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of secretarial practices; good knowledge of office terminology, practices procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the organization and functions of the office; ability to operate modern computer equipment and software at an acceptable rate of speed and accuracy; ability to understand, interpret and follow verbal and written instructions; ability to get along well with others; ability to maintain confidentiality; high clerical aptitude; sound professional judgment; initiative, and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

To be determined by the appointing authority at the time of appointment.