



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

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| Civil Service Title:  | Secretary to the Chairman, Board of Legislators |
| Jurisdictional Class: | Exempt  |
| Civil Division:       | County  |
| Adoption: CSM         | 2/14/96   |
| Revised: CSM          | 2/23/02; 12/17/03; 12/13/06; 4/20/21            |

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involved responsibility for performing confidential, complex secretarial tasks for the Chairperson of the Legislature on a daily basis. The incumbent performs a variety of tasks in support of the Chairperson or designee's function including preparing of material for the County Legislature and other confidential matters. The work is carried out in accordance with procedures set forth by the Chairperson and involves acting as a liaison between the Chairperson, Operations Officer and the general public for dissemination of information, coordinating and scheduling of meetings, and appointments. The incumbent will work closely with the Chairperson and the Operations officer to coordinate the necessary reports needed by the Chairperson. Performs related work as required or assigned.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Types confidential correspondence, documents, letters, reports, and other material for the Chairperson or designee;
- Screens callers or visitors to determine the nature of inquiry and refers to the appropriate person or office;
- Schedules meetings or conference calls for the Chairperson or designee and may brief Department Heads on subject matter prior to the meetings;
- May take and prepare minutes and distribute copies to appropriate individuals;
- Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedures;
- Assists Chairperson and Budget director with budget developments by preparing correspondence, draft budget sheets, and the schedule related to the budgetary process;
- Coordinate the submission and review of budgets and other financial reports;
- Receives, handles, sorts, and distributes all incoming and outgoing mail for the Chairperson's office;
- Assists with purchase requests for the Administrative department by keeping accurate inventory of supplies;
- Undertake projects for the Chairperson or designee as needed;
- Prepare and maintain time records and payroll data for the Chairperson's office;
- Contact vendors in regard to services available and scheduling meetings as needed;
- Operation of all common office equipment including copier, scanner, personal computer;
- Performance of other tasks as required or assigned by the Chairperson or designee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of current principles and practices of business administration and budgeting;  
Thorough knowledge of the policies, laws, and regulations relating to local government;  
Working knowledge of local government structure, goals, and objectives of the County, report preparation, budget preparation and expenditure controls;  
Ability to communicate effectively orally and in writing;  
Excellent organizational skills and detail oriented;  
Proficient in Microsoft Office Suite, fiscal management software and record keeping.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or registered 2-year college with an Associates Degree in Secretarial Science, Office Technology, Business Administration, Accounting, Public Administration or related field with at least 2 years of clerical experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma with 4 years of clerical experience; OR
- (C) An equivalent combination of training and experience as outlined by the limited of (A) and (B)