



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

JOB SPECIFICATION

Civil Service Title: **Confidential Secretary to the Director of Finance**
Jurisdictional Class: Competitive
Civil Division: Finance Director
Adoption: CSM 11/16/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing confidential, complex secretarial tasks for the Director of Finance on a daily basis. The incumbent performs a variety of tasks in support of the Director of Finance's executive functions. The work is carried out in accordance with procedures set forth by the Director of Finance and involves acting as a liaison between the Director of Finance, the Legislature, other Department Heads, and the general public for dissemination of information, coordinating and scheduling of meetings and appointments. Incumbent works closely with the County Budget Director to coordinate the necessary reports needed by the Finance Director. Does related work as required or assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Types confidential correspondence, documents, letters, reports and other materials for the Director of Finance including materials used in labor negotiations and grievances;
Schedules meetings or conferences for the Director of Finance and may brief Department Heads on subject matter prior to meetings;
Provides assistance to legislators, County departments and the public;
May take and prepare minutes and distribute copies to appropriate Department Heads;
Aids in account studies and assists in the preparation of the total county budget;
Coordinates the submission and review of financial reports;
Monitors expenditures and analyzes revenue collections for services rendered by various county departments;
Develops specific budget and other financial information and reports on department programs and services;
Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedure.
Receives, handles, sorts and distributes all incoming and outgoing mail;
Assists with purchase requests and makes recommendations regarding purchases for the Director of Finance's Office by keeping accurate and complete inventories of supplies;
Undertakes projects for the Director of Finance as needed;
Contacts vendors in regards to services available and scheduling meetings as needed;
Operates all common office machines including photocopier, fax machine, personal computer and scanner;
Performs other related tasks as required or assigned by the Director of Finance.

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, interdepartmental and interagency relationships;
Ability to handle routine administrative details independently including the composition of letters and memoranda;
Working knowledge of the organizational structure, goals, and objectives of the agency, report preparation, budget preparation and projections, and expenditure control;
Working knowledge of computer operation and application of data processing techniques to fiscal management and record keeping.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or registered 2-year college with an Associate Degree in Accounting, Office Technology, Business Administration, or related field; OR
- (B) Graduation from high school AND 2 years of clerical experience which shall have involved typing and maintaining financial accounts including municipal accounting/budgeting; OR
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.