

EXECUTIVE SECRETARY

DEFINITION

To perform secretarial, scheduling, and para-professional work as the principal clerical assistant to the County Executive; and to do related work as required.

EXAMPLES OF DUTIES

Exercises considerable independent judgment, discretion and initiative in the origination of the County Executive's schedule and work day; screens visitors, telephone calls, and mail directed to the County Executive; helps coordinate information and staff support to the County Executive in preparation for meetings and appearances, including taking the initiative to collect information and identify needs for staff work; writes letters and memos on behalf or as drafts for the County Executive's signature in response to correspondence and phone inquiries; serves as liaison among department heads, division heads, state officials, representatives of local jurisdictions, and the general public; provides information or directs requests to the appropriate department; arranges meetings and conferences; makes travel arrangements; takes and transcribes correspondence for the County Executive; composes and keys letters and memorandums independently or from brief instructions; schedules appointments, speeches, interviews, and meetings for the County Executive; keeps confidential files; schedules budget hearings, both in and out of the office; keys reports and statements; arranges for payment of expenses; communicates effectively both orally and in writing with other employees and the general public; may also provide clerical support to one or more Executive Assistants; performs other miscellaneous duties.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and five years of increasingly responsible secretarial experience. Preference will be given to those candidates with post-high school training and experience serving as an Executive Secretary/Administrative Assistant to a Chief Executive Officer (CEO).

Knowledge, Skills and Abilities: Knowledge of modern office procedures and practices, including advanced word processing; knowledge of correct grammar and punctuation; ability to answer inquiries and complaints efficiently and with tact and courtesy; ability to type neatly and accurately at a net rate of 50 words per minute with a maximum of 10 errors; skill to spell correctly, use grammar properly, write complex memorandums and compose letters; ability to act in difficult or political situations; ability to establish and maintain harmonious and effective working relationships with officials, the press, departmental personnel and the public; ability to operate standard office machines including networked personal computers.