

SECRETARY TO PERSONNEL OFFICER

Job Code: 6110
Location: Tioga County Personnel Department
Classification: Competitive
Salary: Non-Union
Adopted: Revised 8/99; 10/01, 11/10, 08/19 Tioga Co. Personnel & Civil Service; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the independent performance of complex and confidential clerical, secretarial and administrative support primarily for the Personnel Officer. The incumbent relieves the Personnel Officer of administrative details such as arranging conferences, meetings, and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of the office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. The incumbent works under general supervision from the Personnel Officer, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. The incumbent also maintains the level of professionalism by maintaining confidentiality within the office environment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Screens material submitted by staff members for compliance with procedures and policies before forwarding it to the Personnel Officer for action or decision, schedules appointments, answers a variety of inquiries by telephone and in person, and prepares answers to correspondence for the Personnel Officer's signature;
- Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's programs;
- Maintains confidential and personal files for the Personnel Officer;
- Opens and distributes all mail addressed to the Personnel Office;
- Creates and closes Personnel files;
- Types correspondence, memorandum and reports and other documents using a typewriter, or personal computer;
- Participates in other administrative functions such as reviewing education reimbursement requests and employee suggestions, tracking evaluations, preparing increment letters and exit interview letters;
- Attends monthly Personnel and staff meetings and then prepares and distributes minutes;
- Prepares Personnel committee agendas;
- Collects and records payments for fees (i.e. health insurance, exam fees, Workers' Comp payments from Towns & Villages);
- Prepares orientation packets and assists Benefits Manager with orientations;
- Processes employment verification requests;
- Scans documents into repository systems;
- Maintains departmental accounts and processes purchase orders;
- Maintains office supply inventory;
- Maintains Employee Recognition records and determines yearly service pin recipients;

2. Secretary to the Personnel Officer

- Prepares a variety of correspondence for both the Personnel Officer and Benefits Manager.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization and functions of the agency to which assigned; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and carry out complex oral and written instructions in a discrete manner; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to transcribe dictation and/or ability to use a Dictaphone; ability to maintain confidentiality; resourcefulness, accuracy, initiative, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience*; **OR**
- b. Four (4) years of full-time (or the part-time equivalent) office clerical experience*; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**NOTE: Bank Teller and other types of cashiering jobs are not considered "office clerical"*