

SECRETARY TO THE PUBLIC HEALTH DIRECTOR

JOB CODE: 6600
DEPARTMENT: Tioga County Public Health
CLASSIFICATION: Competitive
SALARY GRADE: Non-Union
ADOPTED: Adopted 12/07; Revised 11/09, 07/19, 08/19 Tioga Co. Personnel & Civil Service; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of a broad range of complex and confidential clerical, secretarial and administrative support functions for the Public Health Director. The incumbent relieves the official of administrative details such as arranging conferences and meetings and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies, 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 coordinates various projects for the Public Health Director for both one-time and recurring reporting and compliance. The incumbent works under general supervision, 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. Employee in this title may exercise immediate supervision over the work of clerical assistants. The incumbent may also be assigned work activities of Office Specialist III in addition to Secretary to the Public Health Director role. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates the agency's plans, policies and procedures, quality, initiative encompassing all aspects (i.e. document classification, archiving, distribution, revisions);
- Assists in maintaining contacts with units under the Director's supervision, reviewing material submitted by staff members for accuracy, completeness and to ensure that they conform with established processes and procedures before forwarding to the Director for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the Director'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 program;
- Maintains confidential and personal files for the Director, and directs the operation of the files system of the agency both hardcopy and electronic;
- Receives and reads all mail addressed to the Director, personally answering many letters and attaching background material to that referred to the Director for action;
- Keeps confidential records of activities of the agency, including HIPPA related documents;
- Types correspondence, memorandum and reports and other documents using a typewriter, word processor, or personal computer;
- May be required to prepare an agenda, take notes, and prepare minutes of meetings;
- May provide a back-up role in agency's administrative support and fiscal operations such as interviewing personnel, processing personnel and payroll records and departmental budget preparation and control;
- On boards new employees from posting to interview to hire;
- Maintains record of employee training and credentialing;
- Coordinates agency's Corporate Compliance Program;
- Maintains databases, including data entry and reporting;

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- Coordinates the credentialing of the agency with insurance providers;
- May assist with Freedom of Information Law (FOIL) requests;
- May be required to periodically purge obsolete material in accordance with a records retention schedule.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 plan and supervise the work of others; Ability to understand and carry out complex oral and written instructions in a discreet manner; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to operate an alphanumeric keyboard; Ability to data enter and maintain various database platforms (Word, Excel, Access, etc.); 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"*

Special Requirements: Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job. Must be available in the event of a public health emergency.