

CONFIDENTIAL ASSISTANT TO THE COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional work involving responsibility for providing confidential support to the County Clerk, managing mandated functions and for coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the County Clerk and supervision may be provided to technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs administrative functions and coordinates and conducts all phases of assigned projects or programs by gathering and exchanging information with stakeholders, coordinating staff, scheduling meetings, etc.;

Provides recommendations to the County Clerk regarding policies, procedures, and general administrative issues;

Answers general and confidential correspondence, and composes letters for official signature which includes responding to requests for administrative action or information;

Responds to inquiries about general office procedures and provides information regarding same, this includes information regarding the department's social medial platforms;

Maintains and oversees all personnel and confidential files and handles with the utmost discretion;

Acts as a liaison between the County Clerk and other departments;

Coordinates the scheduling of staff and oversees the mobile passport office;

Coordinates naturalization ceremonies;

Represents the County Clerk in meetings, conferences, committees, etc., as assigned;

Prepares a variety of reports;

May act in place of the County Clerk in their absence, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs and initiatives of the County Clerk; good knowledge of coordinating and monitoring projects and programs; good knowledge of office terminology, procedures and equipment; good knowledge of office management; ability to supervise the work of others; ability to communicate effectively, both orally in writing; ability to establish and maintain cooperative working relationships with others; ability to prepare reports and other materials from general instructions.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

SPECIAL REQUIREMENT: Possession of a New York State Notary Public.