

CONFIDENTIAL SECRETARY TO EXECUTIVE DIRECTOR, ROCKLAND COUNTY
SOLID WASTE MANAGEMENT AUTHORITY

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature involving a number of administrative duties in support of the Executive Director, Rockland County Solid Waste Management Authority (RCSWMA). The work is performed under the general supervision of the Executive Director in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. The incumbent will act as the Executive Director's representative in his absence or unavailability. Does related work as required.

TYPICAL WORK ACTIVITIES:

Handles all correspondence by responding to requests for administrative action or information and drafting confidential correspondence for official signature;
Acts as the Executive Director's representative in his absence or unavailability;
Organizes and operates the office of the RCSWMA by responding to calls; maintaining files, records and office equipment; establishing priorities; coordinating work activities; keeping an inventory of office supplies; etc.;

Acts as liaison between the Executive Director and the RCSWMA, the County and local municipalities;
Provides secretarial support services to RCSWMA members and staff;
Maintains calendar for Executive Director, schedules appointments and meetings, screens callers and visitors, etc.;

Assists in compiling research data or statistics required for a variety of reports;
Maintains a computer data base for all RCSWMA records and files;
Prepares for monthly RCSWMA meetings by compiling materials, typing agendas, notifying members and the media, disseminating materials to attendees, setting up equipment, etc.;

Records proceedings of meetings, transcribes same and distributes copies as required;
Maintains mail and telephone logs; maintains a clipping file of relevant newspaper and periodical items; etc.;

Functions as Freedom of Information Officer for the RCSWMA.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of office clerical or business experience, at least two (2) years of which involved non-routine and/or supervisory duties.