

**SECRETARY TO THE EXECUTIVE DIRECTOR (LPC)**

**General Statement of Duties and Responsibilities**

Under direction, performs highly confidential and responsible secretarial work directly for the Executive Director of the Landmarks Preservation Commission; performs related work.

**Examples of Typical Tasks**

Maintains a schedule of appointments for the Executive Director and prepares agendas and calendars for meetings and conferences; arranges meetings as required; informs the Executive Director of pending matters and scheduled appointments.

Screens telephone calls, visitors, and incoming correspondence for the Executive Director; records and routes all incoming materials.

Maintains the Executive Director's confidential records and files.

Engages in research and collects data for the Executive Director within the agency.

Prepares and edits confidential correspondence, analyses and reports; prepares routine memos and correspondence with minimum instructions.

SECRETARY TO THE EXECUTIVE DIRECTOR (LPC) (continued)

**Qualification Requirements**

1. A four year high school diploma or its equivalent, and two years of full-time secretarial experience; or
2. Education and/or experience equivalent to "1" above.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.