

SECRETARY TO THE CHIEF ACTUARY (NYCOA)

General Statement of Duties and Responsibilities

Under executive direction, serves as executive secretary and confidential aide and performs highly confidential and exceptionally difficult and responsible secretarial work directly for the Chief Actuary. Utilizes manual and automated office systems. Performs related work.

Examples of Typical Tasks

Participates in, and/or relieves the Chief Actuary of the administrative detail of the office, and discharges the duties of a confidential secretary acting in a most exceptional and most responsible capacity.

May take dictation and make transcriptions of extremely important, complex, confidential meetings, hearings or materials.

Records the proceedings and statements at confidential meetings and conferences, and prepares the agenda and makes all necessary arrangements for the same.

Maintains the Chief Actuary's private files including confidential files of sensitive material in such areas as pending legislation, actuarial analyses and recommendations, undisclosed investigations and disciplinary actions.

Engages in confidential research activities to compile and arrange data for the expeditious consideration and determination of policy questions.

Assists in the preparation of correspondence and reports, which may be confidential in nature, to the Board of Trustees of the NYC Retirement Systems, City and State agencies legislative bodies, unions, professional actuarial organizations and other public and private pension systems.

SECRETARY TO THE CHIEF ACTUARY (NYCOA) (continued)

Examples of Typical Tasks (continued)

Reviews and replies to, or directs replies to correspondence addressed to the Chief Actuary; maintains calendar and schedule of appointments.

Screens telephone calls, messages and incoming written materials.

May plan, assign and review the work of subordinates, and is responsible to the Chief Actuary for the satisfactory completion of the work assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and one year of satisfactory secretarial or administrative experience; or
2. An associate degree from an accredited college or university and two years of satisfactory full-time secretarial or administrative experience; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time secretarial or administrative experience; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have a four-year high school diploma or its educational equivalent and one year of secretarial or administrative experience.

SECRETARY TO THE CHIEF ACTUARY (NYCOA) (continued)

Skills Requirement

Ability to type a minimum of 225 key strokes (45 words) per minute.

Lines of Promotion

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