

SECRETARY TO THE DEPUTY CHAIR (OCB)

General Statement of Duties and Responsibilities

Under direction, performs highly confidential, difficult and responsible administrative and secretarial work for the Deputy Chair for Dispute Resolution/Deputy Director at the Office of Collective Bargaining (OCB). Coordinates and processes arbitration, mediation and impasse matters under the processes mandated by an applicable collective bargaining agreement. Performs related work.

Examples of Typical Tasks

Participates in or relieves the Deputy Chair of the administrative detail of his/her office and discharges the usual administrative and clerical support duties of the Dispute Resolution section of the office, acting in an exceptionally responsible, highly confidential capacity.

Manages an office hearing room calendar, assists in scheduling cases for arbitration, answers questions and provides assistance to the public who use OCB's hearing rooms. Participates in confidential conversations with the Deputy Chair and the various parties who appear at the office for arbitrations, mediations, and impasse matters. Makes transcriptions of extremely important and/or confidential material and maintains the Deputy Chair's private files.

Responsible for the docketing and processing of a large volume of incoming matters and correspondence requiring extensive data entry, document generation, emails and telephone calls in order to prepare cases for designation of an arbitrator.

Screens the Deputy Chair's mail and phone calls, takes and relays messages, and prepares correspondence. Supervises subordinate personnel as assigned. Plans, assigns, and reviews the work of subordinates. Is responsible to the Deputy Chair for the satisfactory completion of assigned work.

SECRETARY TO THE DEPUTY CHAIR (OCB) (continued)

Examples of Typical Tasks (continued)

Works closely with the Deputy Chair in administering all the Dispute Resolution division's functions, including performing routine clerical tasks such as copying, scanning, and filing. Performs other general office assistance, as needed.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time responsible clerical, secretarial, administrative and/or general office management experience, one year of which must be in a responsible administrative, secretarial, or supervisory capacity; or
2. An associate degree or 60 semester credits from an accredited college or university and two years of satisfactory full-time experience as described in "1" above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent and one year of which must be in a responsible administrative, secretarial, or supervisory capacity.

Direct Lines of Promotion

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