

SECRETARY TO DEPUTY COMMISSIONER (TRANSPORTATION)

General Statement of Duties and Responsibilities

Under direction, performs highly confidential and exceptionally difficult and responsible secretarial work directly for the Deputy Commissioner; performs related work.

Examples of Typical Tasks

Participates in, and relieves the Deputy Commissioner of the administrative detail of the office, and discharges the usual duties of a secretary acting in a most exceptional and responsible capacity.

Records the proceedings and statements at meetings and conferences, and prepares the agenda and makes all necessary arrangements for the same. Prepares and edits correspondence and reports. Engages in research activities to compile and arrange data for the expeditious consideration and determination of policy questions. Screens telephone calls, messages and incoming written materials. Maintains the Deputy Commissioner's private files. Keeps the Deputy Commissioner informed of pending matters and appointments.

Plans, assigns and reviews the work of subordinates, and is responsible to the Deputy Commissioner for the satisfactory completion of the work assigned.

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(continued)

Qualification Requirements

1. A four-year high school diploma or equivalent approved by a State's department of education or a recognized accrediting organization and three years of full-time satisfactory experience as a secretary; or
2. An associate degree from an accredited community college with a major in executive secretarial work and two years of full-time satisfactory experience as a secretary; or
3. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience as a secretary; or
4. Education and/or experience equivalent to "1", "2" or "3" above.

Lines of Promotion

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