

CONFIDENTIAL ASSISTANT TO THE EXECUTIVE DIRECTOR
(NEW YORK CITY FIRE PENSION FUND)

General Statement of Duties and Responsibilities

Under executive direction, serves as an executive secretary and confidential aide and performs highly confidential and difficult and responsible administrative work directly for the Executive Director (New York City Fire Pension Fund). Coordinates extremely important, complex, confidential meetings, hearings, or materials the subjects of which are of a legal, legislative, and/or financial management nature. Performs various other related work.

Examples of Typical Tasks

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

Reviews special requests for assistance from members of the Pension Fund and undertakes and coordinates appropriate actions.

Maintains the Executive Director's private files including confidential files of sensitive material in such areas as pending legislation, Medical Board activities, undisclosed investigations, and disciplinary actions.

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

Assist in the preparation of confidential reports to the Board of Trustees, City and State agencies, and public and private pension systems throughout the country.

Reviews and replies to, or draft replies to correspondence addressed to the Executive Director.

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(NEW YORK CITY FIRE PENSION FUND) (continued)

Examples of Typical Tasks (continued)

Maintains schedule of appointments, screens telephone calls, messages, and incoming written materials; may plan, assign, and review the work of subordinates.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

NC - XI, PART I

CODE NO. XXXXX

NEW YORK CITY FIRE DEPARTMENT PENSION FUND (257)

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(NEW YORK CITY FIRE PENSION FUND) (continued)

Direct Lines of Promotion

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