

SECRETARY TO PUBLIC ADMINISTRATOR (RICHMOND COUNTY)

General Statement of Duties and Responsibilities

Under supervision, performs highly confidential and responsible secretarial work related to administration of estates for the Public Administrator of Richmond County; performs related work.

Examples of Typical Tasks

Participates in and/or relieves the Public Administrator of Richmond County of the administrative detail of the office and discharges the usual duties of a secretary related to administration of estates, acting in a most exceptional and responsible capacity.

Maintains accurate accounts for each estate, performing fairly sophisticated bookkeeping functions.

Takes dictation and makes transcriptions of extremely important, complex and/or confidential material. Records the proceedings and statements at meetings and conferences and prepares the agenda and makes all necessary arrangements for the same.

Types and may prepare and/or edit 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, incoming written materials and mail. Greets visitors to ascertain nature of business and provide direction.

Maintains all of the Public Administrator's files. Keeps the Public Administrator informed of pending matters and schedules appointments; performs related clerical work.

Qualification Requirements

1. A four year high school diploma or its educational equivalent or business school and three years of satisfactory full-time experience in secretarial and related clerical administrative duties; or
2. Education and/or experience equivalent to "1" above.

Lines of Promotion

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