

SECRETARY TO THE DEPUTY COMMISSIONER (FINANCE)

General Statement of Duties and Responsibilities:

Under managerial direction, performs highly confidential secretarial and administrative work directly for the Deputy Commissioner. All personnel perform 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, responsible and highly confidential capacity.

Edits and/or reviews important complex and confidential material at meetings and conferences prepares agendas and makes all necessary arrangements.

Manages the Deputy Commissioner's calendar and edits and prepares correspondence and reports.

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

Screens telephone calls, takes messages or refers callers to appropriate staff, if applicable and reviews all incoming written materials.

Maintains the Deputy Commissioner's private files and keeps the Deputy Commissioner informed of pending matters and appointments.

Interacts with incoming visitors and serves as a liaison with internal staff at all levels.

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

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Qualification Requirements

1. A baccalaureate degree from an accredited college and one (1) year of experience as an administrative assistant, office manager, secretary; or
2. A high school diploma or evidence of having passed an examination for the high school equivalency diploma or the U.S. Armed Forces GED certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate and three (3) years of office experience including one (1) year of experience as an administrative assistant, office manager or secretary; or
3. A combination of education and/or experience equivalent to “1” above. However, all candidates must have at least one (1) year of experience as an administrative assistant, office manager or secretary.

Direct Lines of Promotion

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