

**SECRETARY TO COUNSEL (HOUSING AUTHORITY)**

**General Statement of Duties and Responsibilities**

Under direction, performs highly-confidential and exceptionally responsible secretarial work directly for the Counsel, performs related work.

**Examples of Typical Tasks**

Answers and screens telephone calls to determine nature of call and urgency, or re-directs call to another department.

Applies a comprehensive knowledge of NYCHA rules and regulations when speaking over the telephone or in person with public officials, representatives of outside organizations, employees, applicants, tenants and others, or when answering questions from such parties.

Maintains the Counsel's confidential files.

May call public officials or others on behalf of a Deputy Executive Director; may relay assignments and messages to staff at his/her request.

Maintains the Counsel's appointment calendar and follows up to see that appointments are kept; uses initiative and judgment in arranging appointments, interviews, and conferences; reviews and distributes mail; takes dictation and prepares correspondence; reads, selects and briefs correspondence, memos and reports.

Supervises the Counsel's clerical staff, and oversees the maintenance of office records and files.

**SECRETARY TO COUNSEL (HOUSING AUTHORITY)** (continued)

**Qualification Requirements**

1. High school graduation or evidence of having passed an examination for a high school equivalency diploma and three years of stenographic or word processing experience including at least one year as a secretary; or
2. Education and/or Experience equivalent to "1" above. However, all candidates must possess a High School diploma or its educational equivalent.

In addition, must have the ability to type a minimum of 60 words per minute.

**Direct Lines of Promotion**

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