SECRETARY TO EXECUTIVE DIRECTOR (HOUSING AUTHORITY)

General Statement of Duties and Responsibilities

Under direction, performs highly-confidential and exceptionally responsible secretarial work directly for the Executive Director, 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 Executive Director's confidential files.

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

Maintains the Executive Director'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 Executive Director's clerical staff, and oversees the maintenance of office records and files.

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(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.