

PLEASE POST

#2024-06

JOB OPENING

TITLE: **SECRETARY TO SUPERVISOR (Exempt)**
DEPARTMENT: Office of the Town Supervisor
SALARY: \$42,000/year
SHIFT: Monday through Friday, 9:00 am through 4:30 pm
DATE: January 25, 2024

DISTINGUISHING FEATURES OF THE CLASS

Serves as personal secretary to the Town's Supervisor, handling correspondence, keeping confidential files and records, making appointments. Under the general or direct supervision of the Town's Supervisor, an employee in this class performs secretarial duties requiring the exercise of considerable individual judgement in relieving the Supervisor of administrative details. Supervision may be exercised over a small number of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES

Serves as receptionist for the Supervisor taking messages, arranging appointments, and referring callers;
Answers telephones, takes messages, gives out information using discretion as to what should and should not be released;
May take and transcribe dictation;
Takes and transcribes minutes of gatherings;
Screens mail received attaching any previous correspondence, reports or records before submitting to the Supervisor and distributes office mail;
Answers correspondence, composing reply letters for the signature of the Supervisor;
Keeps schedule diary of work and appointments;
Collects data and compiles confidential reports;
Carries out special assignments for the Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of organization and functions of the Supervisor's Office; ability to maintain activity control records and prepare reports; ability to take and transcribe dictation at a satisfactory rate of speed; ability to understand and follow complex oral and written instructions; ability to get along well with others; clerical aptitude; a high degree of accuracy; industry and dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED QUALIFICATIONS

- a. Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory office experience; OR
- b. A satisfactory equivalent combination of training and experience.

NOTE: The position is in the Exempt class and the acceptable training and experience noted above is advisory only.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.

**INTERESTED APPLICANTS SHOULD SUBMIT A JOB APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT.
APPLICATIONS CAN BE FOUND AT WWW.TOCNY.ORG.**