

**CONFIDENTIAL SECRETARY TO THE EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves as the confidential secretary to the Executive Director AND IS RESPONSIBLE FOR PERFORMING DIFFICULT AND COMPLEX SECRETARIAL TASKS. The work involves responsible secretarial tasks requiring a high degree of mature judgement and knowledge of Departments and procedures. The incumbent acts as the Executive Director's representative in passing on instructions to departmental or agency employees and department heads. Work is performed under the general direction of the Executive Director who assigns and directs work. Frequent exercise of independent judgment is required. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Serves as confidential secretary to the Executive Director  
Answers and screens phone calls for the Executive Director including receiving complaints and attempting to resolve them.  
Prepares the ED schedule, arranges appointments and meetings and prepares all information needed by the ED for such  
Responds to correspondence, composes all letters, memos and required documents  
Receives, opens and directs mail  
Inputs all confidential correspondence dictated by the ED  
Serves as liaison for informational purposes between department officials and public/non-public officials  
Provides instructions to department heads regarding the directions of the ED  
Performs routine office duties such as maintaining inventory, purchasing office supplies, and maintaining required books, Board records and appointments  
Maintains office records and performs support staff activities unique to the ED's office  
Performs related work as required

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to deal effectively with the public; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; physical condition commensurate with the demands of the position. Must be proficient in both Excel and Word and have a facility for learning new software interfaces.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience.

To be determined by the appointing authority at the time of appointment