

SECRETARY TO DIRECTOR OF HUMAN RESOURCES

Chautauqua County Department of Human Resources is currently accepting applications for a Confidential Secretary to Director of Human Resources. The position is 35 hours per week (Monday – Friday 8:30-4:30) in the Mayville, NY Office. This position performs complex clerical operations and assists the director and department with administrative duties.

Minimum Qualifications: Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and three years of work experience providing services to the public or performing clerical work activities; OR five years of work experience providing services to the public or performing clerical work activities; OR an equivalent combination of college and work experience.

Benefits:

- Salary Range: \$38,329-\$50,268/Year
- Comprehensive benefit package including Dental, Health and Vision Insurance
- Health Savings Account partially funded by the County
- 13 Paid Holidays each year
- Generous Sick and Vacation Accruals
- Employee Assistance Program
- Retirement Savings Programs; including NYS Pension and additional Deferred Compensation
- Federal Student Loan Forgiveness Program
- and Much More.

Application Process:

- Applicants must complete and send a Chautauqua County Application for Employment form (available on this website).
- Mailing Address: Chautauqua County Department of Human Resources, Gerace Office Building, 3 North Erie Street, Room 144, Mayville, New York 14757

Job Description:

DISTINGUISHING FEATURES OF THE CLASS: The work of this employee is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superior of administrative details by arranging conferences and referring contacts which should properly be made with subordinate officials. This work calls for the frequent exercise of independent judgment and giving out information regarding department policies and practices. Correspondence duties are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally with correspondence being dictated only when new problems arise. This work is performed under general supervision receiving detailed instruction only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as Secretary to a Department Head;

Relieves superior of office detail by making appointments, receiving calls and callers, and referring them to the proper persons;

Answers requests for administrative information and preparing office reports;

Maintains files and records for the office and completes reports for the Director;

Reads and summarizes reports to facilitate review by and to conserve the time of superior;
Composes and types routine correspondence applying the knowledge of departmental operations and regulations;
Maintains an appointment book for the Department Head;
Reviews incoming mail and assembles files of material to facilitate reply;
Assembles a variety of data from office records and outside sources for incorporation in reports;
Upon request of the Department Head attends meetings and hearings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies, and regulations of the Department; ability to handle routine office details independently, including the composition of important reports, letters and memoranda without dictation; ability to understand and follow oral and written instructions; tact and courtesy in dealing with others; good organizational skills; accuracy; confidentiality; initiative and resourcefulness in solution of complex problems; neat appearance; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and three years of work experience providing services to the public or performing clerical work activities; OR
- B. Five (5) years of experience in A. above; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above, where 15 semester credit hours is equivalent to six months of work experience.

Equal Opportunity Employer