

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Administrators  
Revised: 07/9/96

**EXECUTIVE SECRETARY TO CHAIRMAN  
OF ONEIDA COUNTY BOARD OF LEGISLATORS**

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class is responsible for the performance of secretarial, clerical and related tasks of a varied nature requiring the exercise of more than ordinary judgement. Responsibilities include relieving the board Chairperson of a myriad of administrative duties. The work is confidential in nature, and calls for the frequent exercise of initiative and independent judgement. The work is performed under the general direction of the Board Chairperson. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as Secretary to the Board Chairperson;  
Types verbatim correspondence, composes correspondence for the signature of the board Chairperson or other Legislators;  
Drafts and types amendments and resolutions;  
Reviews and routes incoming correspondence, and files correspondence;  
Schedules and sends meeting notices to ad hoc committees, and polls members to see whether they will attend meetings;  
Prepares speeches and news releases for Board Chairperson, and clips newspaper items;  
Attends meetings, conferences, and hearings at the direction of the Board Chairperson;  
Maintains files, records and other source documents of a legislative nature;  
Provides assistance to Legislators, County departments and the public.

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

Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the organization, functions, laws, policies and regulations of the County; skill in the operation of a typewriter; ability to handle routine office details independently, including the composition of reports, memoranda, and correspondence; tact and courtesy; initiative and resourcefulness; accuracy.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of secretarial experience, and other such qualifications, as the Chairperson of the Board of Legislators may determine appropriate.