

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Administrators
Revised: 06/20/16

SECRETARY TO PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is required to perform highly complex clerical duties in an independent capacity without close supervision. This is a position of special trust and confidence requiring the frequent exchange of sensitive information arising out of the office and administration of the Public Health Director. The work is performed under the general supervision of the Public Health Director with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Performs related work as required and may involve direct supervision of a small staff of clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs office work requiring considerable judgement in carrying out the established policies, procedures, rules and regulations relating to the work of the Public Health Director;

Ability to operate computer, copy machine, fax machines and other office machines as needed;

Ability to create databases and reports, Excel spreadsheets, flow charts and organizational charts;

Maintains an electronic calendar schedule for the Public Health Director with excellent knowledge of Microsoft Outlook;

Handles and screens all incoming phone calls and visitors to the Public Health Director providing information and or referring them to the proper persons;

Knowledge of computers and related software package to assist department staff as needed;

Prepares department board letters;

Performs special projects per the Public Health Director and Deputy Director as needed;

Prepares travel requests, County vouchers, arranges conferences, registration and travel reservations, and special meetings as requested;

Maintains a complete and accurate file on the history of the department;

Collects and compiles data and statistics relating to a variety of departmental needs;

Upon request of the Public Health Director attends meetings, takes notes and prepares minutes of such meetings;

Handles department complaints, suggest solutions to problems and conducts correspondence;

May review mail and process various requests and claims;

Assist the Deputy Director as needed.

Maintains good public relations;

Flexibility in work schedule for department issues or meetings.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; maintain administrative clerical aptitude; mental alertness; neatness; tact and courtesy; excellent computer skills; ability to type accurately at an acceptable rate of speed; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to secure the cooperation of others and to deal effectively with the public; good judgement in solving complex administrative clerical problems; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience and other qualifications as the Public Health Director may determine appropriate.

Adopted: 11/15/76
Revised: 07/29/96, 04/30/01, 06/20/16