

Jurisdiction: Oneida County Soil & Water
Conservation District
Jurisdictional Class: Exempt
Revised: 7/24/95

SECRETARY TO THE BOARD OF DIRECTORS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Soil and Water Conservation District and involves responsibility for independently performing varied clerical operations and relieving the Conservation District Field Manager of administrative detail. This work calls for frequent exercise of independent judgment, and furnishing information regarding the policies and practices of the Oneida County Soil and Water Conservation District. It is a position of trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters and communications of a routine recurring nature are composed by the incumbent, with correspondence being dictated only when new or unusual situations occur. The work is performed under the general supervision of the Board of Directors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Secretary to Oneida County Soil and Water Conservation District;
Responsible for preparing and maintaining all financial records and reports to the Board of Directors as prescribed by New York State Audit and Control;
Maintains payroll, day to day management of district finances, including banking and recording of all district payments on monthly bills;
Responsible for all receptionist duties for the Soil Conservation District.
Responsible for filing, ordering, and gathering all end of month reporting material,
Responsible for clerical duties such as recording minutes of Board of Directors Meetings;
Composes and types routine correspondence; does typing for District employees, maintains a filing system;
Provides units of government and qualified landowners with aerial photography and soil survey information combined with proper interpretations;
Coordinates and is responsible for assembling information necessary for the Directors to act upon at District meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of business arithmetic and English; thorough knowledge of the Oneida County Soil and Water Conservation District organization functions, laws, rules, policies, and regulations; ability to handle routine office details independently including the composition of reports, letters and memoranda without dictation; ability to maintain confidentiality; ability to plan and direct the work of others; tact and courtesy in dealing with other employees and general public; initiative and resourcefulness in solution of problems; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Board of Directors, Oneida County Soil and Water Conservation District may determine appropriate.