

Secretary

Please submit cover letter and resume by March 1st to NYS Tug Hill Commission, Attn: Felicia Passino, Dulles State Office Bldg., 317 Washington St., 6th Floor, Watertown NY 13601.

Job Description:

The Secretary for the Tug Hill Commission is a principal administrative support position for the entire office and performs tasks in four broad categories: communication, coordination, organization and records maintenance. Within these categories, the secretary will perform a variety of tasks which enable the Executive Director, Directors and program staff to accomplish the mission of the Commission.

The secretary will help establish office procedures and make sure they are carried out; design and maintain office filing systems (including electronic); maintain efficient work flow; resolve day-to-day operational problems; respond to phone calls, e-mails and walk in visitors; sort and process mail; maintain supplies and publications; and complete a variety of assignments as assigned.

The position requires knowledge of the organizational context of the Commission, the programs and projects it undertakes and the communities and constituents it serves. The position also requires a high degree of confidentiality and trust among colleagues and the public.

Basic Duties and Illustrative Tasks:

Provide administrative support:

- Open, review, sort and process incoming mail, maintain the postage meter, and process outgoing mail on a daily basis. Answer the telephone and check the general tughill@tughill.org email address on a daily basis, responding to questions concerning program, policies or procedures as able and refer complex or technical inquiries to appropriate program or managerial staff.
- Monitor and track status of program activities and assignments to ensure work is meeting deadlines and expectations.
- Design, set up and maintain files (including electronic) of project, subject, organization and administration files/topics. Code and file material, search for requested materials and periodically purge obsolete materials for storage, record retention or for disposal.
- Maintain calendars and tracking schedules of staff, vehicles, office rooms and equipment.
- Arrange conferences and schedule meetings (including monthly Commission meetings); assemble and coordinate background materials and documents in support of conferences and meetings. Attend conferences and meetings, assist in meeting logistics and prepare minutes.

- Transmit instructions from Directors to appropriate staff orally, in writing or electronically.
- Maintain inventory and requisition of office supplies.

Develop and revise work methods:

- Organize the flow of paper and information in the office and among off-site Circuit Riders.
- Prepare reports using narrative and statistical information. This requires working knowledge of word processing, database, spreadsheet and document publishing computer software and applications
- Develop, maintain and update office procedure manuals, protocols and directions.
- Operate and maintain office equipment such as copiers, postage machines, folding machine, etc
- Develop and maintain office organizational procedures.

Independence of Operation:

The Secretary will work rather independently, the secretary is supervised by the Administrative Aide who will give direction concerning priorities, completing tasks and in answering questions. Where competing demands/priorities cannot be readily and timely resolved Secretary will consult first with the Administrative Aide then, if necessary, with the Executive Director and Administrative Aide.

Secretaries read and interpret a variety of procedures and guidelines in support of Commission programs and services and work to ensure that completed work conforms to them. They make decisions and judgment calls concerning required information and handle a variety of questions and situations.

Communication:

One of the major elements of the position of Secretary is the responsibility for establishing and maintaining effective working relationships with others in the office, with Circuit Riders and Councils of Governments in the field, with other agencies and with local elected officials and the public. Secretaries are often the first and only point of contact an individual may have with the Commission. Secretaries have frequent oral and written communication concerning program as well as procedural matters and are essential to facilitating and expediting office work.

Knowledge, Skills and Abilities:

- Excellent written and oral skills, highly organized, attention to detail. Word processing, spreadsheet, database skills essential. Experience with Microsoft Office Products

including Word, Excel, Access, PowerPoint and Publisher, Adobe products, Acrobat, Indesign and Photoshop, E-mail – Novell GroupWise and Microsoft Outlook.

- Ability to establish effective working relationships with a variety of people within the organization and externally.
- Knowledge of office and secretarial practices and procedures.
- Knowledge of the principles of office management and clerical processing.
- Ability to analyze and summarize information in both narrative and numerical form.
- Knowledge of proper grammatical usage, punctuation and spelling.
- Ability to write coherent English narrative concerning a subject matter.
- Knowledge of vocabulary and terms used in this particular organization.
- Ability to use modern office equipment and computer hardware and software.
- Ability to produce letters, documents, tables, spread sheets, data bases using a broad range computer and publication software.
- Ability to organize office operations, files and supplies/equipment.
- Ability to design electronic forms and collect information.
- Ability to determine priorities.

Minimum Qualifications:

A valid NYS Drivers License.

High School diploma or equivalent with 3-5 years secretarial experience;

OR

1 or 2 years of college curriculum in Secretarial Science, Office Administration or similar and 1 year experience as a secretary.

The training and experience will be evaluated on:

- Knowledge and experience in office/secretarial procedures.
- Business math
- Applied experience with computer software.
- Communications both orally and in writing.
- Word processing and document preparation proficiency and formatting.

Salary Range: \$31,602-39,939 – Grade 9

Benefit package, Health, Dental, Vision and Life Insurance, NYS Retirement System, Vacation, Personal & Sick Leave