

GENESEE COUNTY

EXECUTIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the performance of confidential and complex secretarial tasks for a high level administrator. The work involves responsible tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. The incumbent exercises considerable independent judgment and acts on behalf of the administrator when assigned. The employee in this position reports directly to the administrator, and is permitted considerable freedom in referring or responding to inquiries. Supervision of others is generally not a responsibility. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as secretary to Department Head;
Receives and directs sensitive, confidential information regarding matters of the Union, employees, residents and family members. Handles matters when appropriate or forwards to appropriate managerial staff;
Responsible for verifying credentials of certain staff and consultants and sends out information to others, including outside agencies regarding potential medical staff appointments, if needed and appropriate;
Prepares grievance responses for Department Head and formulates response to appropriate Union;
Responsible for maintaining departmental compliance with the County's Worker's Compensation policies and interaction with the County Self Insurance Administrator.
Collects data and is responsible for compliance with OSHA;
Prepares a variety of reports unique to Department and distributes these reports to those identified by Department Head;
Assists with assembling back-up materials for resolutions to be presented to the County Legislature;
May prepare annual rate change addendums to be distributed to program participants;
Responds to and/or refers outside concerns in the absence of the Department Head;
Assists with formulation and preparation of departmental budget.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of secretarial practices; good knowledge of office terminology practices and procedures; ability to type accurately at an acceptable rate of speed; ability to operate word processing equipment and peripherals; ability to understand and follow oral and written directions; ability to work under time constraints and handle multiple assignments; ability to maintain confidentiality; ability to get along well with others; good judgment, initiative, resourcefulness, tact and courtesy.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered two year college with an Associate's degree in Secretarial Science, Office Technology-Secretarial or related field, **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- B. Completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology, **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

OR:

- C. Three (3) years of full-time, paid clerical experience, which shall have involved typing.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 1/13/00