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PLEASE POST CONSPICUOUSLY

THIS IS AN AMENDED POSTING

May 17, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Confidential Secretary
Department of Buildings & Regulatory Compliance

The **Department of Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Confidential Secretary** at a rate of **\$34,850/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a non-competitive class Civil Service position that may be filled with an individual who meets the minimum qualifications as outlined in the attached job description.

Anyone who is interested in applying for this job should forward a resume AND application to the City of Albany, Department of Administrative Services, Room 301, City Hall, Albany, NY 12207 to be received no later than **Tuesday, June 4, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
TUESDAY, JUNE 4, 2013

An Equal Opportunity/ Affirmative Action Employer

CONFIDENTIAL SECRETARY TO THE COMMISSIONER
(Secretary to the Commissioner)

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are pursuant to Civil Service Law Section 41(a) “one secretary of each state department or division, temporary state commission or other state officer authorized by law to appoint a secretary.” The incumbent works closely with the Commissioner on confidential matters. This position requires independent judgment, integrity and discretion in carrying out secretarial, administrative and clerical responsibilities and in dealing with employees and the public. The work generally involves all aspects of preparation of moderately difficult correspondence, documents and forms and requires a general understanding of office policies and procedures. The work is performed under the direct supervision of the Commissioner. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as secretary to a Commissioner which calls for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Performs all secretarial, administrative and clerical duties as assigned by the Commissioner;
- Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
- Prepares reports, documents and forms using computer software systems, such as Microsoft Office, etc.;
- May read incoming mail and answer general correspondence;
- May provide general information to the public by phone or in person;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, personal computers and office equipment;
- Good knowledge of Business English;
- Ability to understand and carry out complex oral and written directions;
- Ability to act independently;
- Ability to be discrete, confidential and professional;
- Ability to prepare written correspondence, forms and documents;
- Ability to establish and maintain effective working relationships with employees, other governmental officials and the general public;

- Clerical aptitude;
- Initiative;
- Mental alertness;
- Good judgment;
- Resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

NYS CSC 6/30/03