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MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PLEASE POST CONSPICUOUSLY

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

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position serves in a confidential secretarial capacity. The incumbent performs all aspects of preparing moderately difficult correspondence, documents, forms and papers relevant to the work of the department. Much of the work entails confidential reports and administrative paperwork prior to releasing it to the employees or the general public. Confidentiality is a top priority. The work calls for independent judgment in the application of prescribed procedures and methods to routine problems. The work is performed under the direct supervision of the City Treasurer. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as confidential secretary/executive assistant to the Treasurer;
- Provides secretarial support functions to ensure the effective operation of the Department;
- Provides or requests information, via telephone or in person, from various city departments and other municipalities;
- Answers and routes phone calls;
- Maintains confidential administrative files;
- Types and distributes correspondence;
- Drafts responses to routine correspondence;
- Provides typing, filing and other clerical support for other staff members;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of personal computers and office equipment;
- Skill in word processing and computer software;
- Ability to maintain complete confidentiality;
- Ability to be discrete and professional;
- Ability to prepare correspondence, documents, forms and papers;
- Tact;
- Courtesy;
- Initiative;
- Judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and two (2) years paid fulltime experience as an executive secretary or administrative assistant; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid fulltime experience as an executive secretary or administrative assistant; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.