



CITY OF ALBANY
HUMAN RESOURCES
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MAYOR

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Notice of Job Opening

Position: Confidential Secretary to the Commissioner

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE that this position's civil service jurisdictional classification is Exempt.

Department: Department of Water & Water Supply

Number of Vacancies to be filled: 1

Rate of Pay: \$55,000 - \$61,009/year

Schedule: 40 hours/week

Application Deadline: 11:59 pm on Monday, December 7, 2020

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO

This is a non-unionized position, so current union employees do not have a hiring preference for this position.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday, November 5, 2020.

CONFIDENTIAL 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