

SECRETARY TO THE EXECUTIVE DIRECTOR
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs secretarial and administrative duties for the Executive Director's Office. The work generally involves all aspects in the preparation of moderately difficult correspondence, documents, forms and papers relevant to the work of the Albany Housing Authority that requires a general understanding of office rules, procedures and practices. Much of the work entails confidential reports and administrative paperwork such as policy discussions, disciplinary actions, administrative negotiation of union issues, confidential medical records, etc. Confidentiality is a top priority. The incumbent will make independent judgment in the application of prescribed procedures and methods to routine problems. The work is performed under the general supervision of the Executive Director. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as secretary to the Executive Director;
- Answers and routes phone calls;
- Keeps confidential personnel and office records;
- Types and distributes correspondence;
- Drafts responses to routine correspondence;
- Keeps administrative files;
- Keeps tickler files of staff assignments, etc.;
- Performs typing, filing and other clerical support for other administrative staff members in the Director's office;
- 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 personal computers and office equipment;
- Good knowledge of proper grammatical usage, punctuation and spelling;
- Good knowledge of office terminology, procedures and equipment;
- Ability to communicate well;
- Ability to follow written and verbal instructions;
- Ability to get along well with others;
- Ability to prepare written documentation;

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- Ability to be discrete, confidential and professional;
- High level of understanding of the work of the Albany Housing Authority;
- Professional manner in the dealing with the public, the press and other Authority departments;
- Accuracy;
- Initiative,
- Good judgment;
- Resourcefulness;
- Tact, courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in business or legal secretarial studies and two (2) years of paid 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 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.