

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the Department of Law for

SECRETARY TO CORPORATION COUNSEL

Salary: Commensurate with qualifications.

Classification: Exempt (Non-Union, Non-Civil Service)

Distinguishing Features of the Class:

This position exists in the Law Department and involves the responsibility for independently performing complex clerical operations, and for relieving superiors of administrative details by arranging conferences and handling contacts which should be properly made with subordinates. Duties involve the frequent exercise of independent judgement, providing information regarding department policies and practices, frequent contact with the public, and performing work of a confidential nature. Work is performed in accordance with policies and objectives outlined by the department head. Additionally, an employee in this class performs related clerical tasks such as screening telephone calls, taking messages, making extension connections, pulling appropriate files. Does related work are required.

Typical Work Activities:

Relieves superiors of office detail by making appointments, receiving calls and callers, and referring them to the appropriate person;

Answers requests for administrative information and prepares office reports;

Takes and transcribes dictation of letters, memos, reports and a variety of other matters;

Reviews and processes contracts and other documents presented for signature;

Processes purchase requisitions and keeps track of budgeted items;

Investigates and refers constituent complaints and problems;

Processes and distributes incoming mail according to policy of the department;

Reads and summarizes reports to facilitate review by, and to conserve the time of a superior;

Composes and types routine correspondence, applying knowledge of departmental operations and regulations;

Maintains an appointment book and calendar;

Review incoming mail and assembles files of material to facilitate reply by superior;

Prepares agendas for various meetings;

Researches and assembles a variety of data from office records and outside sources for incorporation in reports and letters;

Maintains expense account records for the department;

Operates copy machine, computer and other related office equipment.

Required Knowledge Skills and Abilities:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the organization, functions, laws, policies and regulations of the department; good knowledge of business arithmetic and English; ability to take and transcribe dictation at an average rate of speed; ability to handle routine office details independently, including the composition of important reports, letters and memoranda without dictation; ability to greet visitors in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to deal courteously and effectively with the public both in person and on the telephone; ability to maintain confidentiality of all

aspects of the department; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; mental alertness; good judgement; neatness; accuracy; tact and courtesy.

Applications:

Applications/resumes should be submitted to the Law Department, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

Resumes must be received by the Law Department by: Friday, February 9, 2018.

***This posting is for filling a position permanently, based on completion of a probationary period.
For more information about this position, please call (315) 792-0171.***

The City of Utica is an Equal Opportunity/Affirmative Action Employer

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 01/30/18)

(Please remove posting after: 02/09/18)