



**PROVISIONAL OPENING FOR
SECRETARY TO DIRECTOR OF PLANNING**

There is a provisional opening in the Allegany County Planning Department for the position of Secretary to the Director of Planning.

Salary Range: \$23.88.22 - \$34.0513 /hour

The work involves responsibility for independently performing complex clerical operations and administrative support tasks. Evening and weekend work may be required. Does related work as required.

Good knowledge of modern office practice and techniques; good knowledge of personal computer applications, considerable skill in utilizing a personal computer and peripherals; considerable skill in organizing and maintaining files; considerable skill in basic accounting practices; courteous and tactful.

Maintains office accounts – payables and revenues, completes office payroll;
Checks, codes and processes requisitions, claims and bills;
Prepares and maintains financial, statistical and personnel records;
Establishes and maintains databases;
Develops materials for both public and internal distribution such as brochures, invitations and reservations, posters and newsletters;
Prepares a variety of correspondence and documents such as letters, memos, minutes, vouchers, reports, tables and notes;
Greets, screens, assists and refers visitors and callers to the Office of Planning;
Researches and/or responds to both routine and unique questions or requests;
Monitors and tracks status of program activities;
Schedules and coordinates meeting times, participants, rooms, prepares agendas, and transcribes minutes;
Copies and distributes documents;
Interacts with state and local elected officials and staff and the general public on a daily basis;
Prepares, issues and communicates press releases;
Purchases and maintains office supplies;
Organizes and maintains appointments, schedules for the Director;
Receives mail for the office – opening, sorting and distributing to staff;
Performs related clerical functions as required.

Minimum Qualifications:

- A. Graduation from a New York State registered or regionally accredited two-year college with an Associate's degree in secretarial science, office management or related field and one (1) year of clerical office experience* or;
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical office experience*.

*Clerical Office Experience - activities involve the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying), and retrieving data and/or information, in accordance with prescribed procedures.

This is a competitive class position. The appointment is provisional and will be made in accordance to Civil Service Rules & Law.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT