

SECRETARY TO THE DIRECTOR

(Department of Nursing Homes)

DISTINGUISHING FEATURES OF THE CLASS: The work is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superiors of administrative details. The work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices. The work is performed under general supervision of a Director of Nursing Homes or Nursing Home Administrator. Supervision maybe exercised over the work of clerical assistants. A Secretary to the Director (Department of Nursing Homes) performs related work as required.

TYPICAL WORK ACTIVITIES:

- Relieves superiors and administrative staff of office details by making appointments, receiving calls, referring them to the proper persons, and answering requests for administrative information;
- Prepares and distributes a variety of reports;
- Files various daily, weekly or annual reports;
- Maintains personnel, confidential and regular correspondence files;
- Reads and summarizes reports to facilitate review by and conserve time of a superior;
- Reports and transcribes confidential dictation;
- Takes minutes and prepares agenda for recurring staff and committee meetings;
- Schedules pre-employment physicals for new employees hired to work in the Machias facility;
- Tracks mandatory and voluntary overtime for Machias facility;
- Researches and drafts Notices of Discipline for contractual policies, such as, overtime and attendance infractions as needed;
- Tracks FMLA for staff assigned to the Machias facility;
- Prepares Personnel Change forms for address changes and phone number changes for Machias employees;
- Runs required Nurse aide registry and recertification checks for employees assigned to the Machias facility;
- Verifies status change forms related to payroll items and new hires prior to submission to Olean facility for processing;
- Participates in Machias Attendance Committee;
- Creates and distributes facility badges for employees and vendors;
- Assists with front desk coverage/switchboard coverage as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to accurately operate an alpha-

numeric keyboard, however, speed is not a significant factor; ability to understand and carry out oral and written directions; ability to listen and make clear and accurate explanations of agency policies or requirements; ability to get along well with others; ability to write legibly; clerical aptitude; neatness; tact and courtesy; integrity; good judgement.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical office experience. *

*Possession of a degree or diploma in secretarial sciences, business administration, paralegal studies or related field may be substituted for up to two (2) years of the experience above on a year-to-year basis with 30 credit hours equal to one (1) year of experience. One (1) year of experience is required. Additional training beyond the two (2) years allowed may not be substituted for this one year of required experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/23/88

Revised: 8/27/24