

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Secretary to the Village Public Works Superintendent

TITLE #:1617

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of a variety of complex, managerial level secretarial duties. The incumbent must exercise independent judgment, initiative and confidentiality in the performance of assigned duties. Acts on behalf of the Superintendent to respond to constituent concerns in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison between Superintendent and the public via telephone and in person, handling complaints, problems, and referrals in a confidential manner and following-up to ensure issue was resolved;

Provides information to the public regarding Highway Water and Sewer Departments operations;

Responds to departmental personnel issues in the absence of the Superintendent;

Uses word processing to prepare both routine and confidential correspondence for the Superintendent;

Creates and utilizes spreadsheets and databases to prepare confidential information for and from the Superintendent including, but not limited to, departmental personnel issues;

Organizes and maintains separate Public Works personnel files including confidential drug and alcohol testing program files;

Conducts file searches, collecting and organizing data regarding various matters including labor/management and other confidential issues for the Superintendent;

Assists in the purchase of various highway, water, and sewer departments items by soliciting quotes, ordering and verifying final payment amounts;

Prepares inter-department billings and street opening permits;

Maintains fuel usage records manually and on computer and verifies inter-department fuel billing amounts;

Dispatches crews by radio and notifies utility companies of dangerous situations during various emergency-type situations (snow, wind or rain storms and floods);

Creates and maintains filing system;

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Prepares back-up of computer system data;

Receives and sorts mail including confidential correspondence to the Superintendent

Enters data and generates reports from specialty public works software programs;

May use digitized computer map and plotter.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general terminology and procedures of public works department; thorough knowledge of business arithmetic and English; thorough knowledge of the general organization, function and responsibilities of the department; ability to handle administrative details independently, including composition of confidential correspondence; ability to understand and carry out complex oral and written directions; ability to make work decisions in accordance with established policies and directives; ability to establish and maintain effective internal and external relationships; ability to operate standard office equipment; ability to keyboard and use personal computer programs; accuracy; resourcefulness; initiative; trustworthiness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of secretarial or office clerical experience including the use of word processing and spreadsheet software.

JURISDICTIONAL CLASSIFICATION: Competitive