

Jurisdiction: Ithaca Housing Authority  
Jurisdictional Class: Competitive  
Adopted: 01/13/97  
Revised: 05/19/97, 09/07/22

## **CONFIDENTIAL SECRETARY TO THE EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the independent performance of difficult secretarial work entailing a high degree of responsibility, discretion and confidentiality. In addition to performing secretarial duties, the incumbent performs a variety of routine administrative functions to conserve the time of the Executive Director. The work is distinguished by the frequent exercise of independent judgment in giving out information regarding departmental policies and practices and in planning the routine of an office. Detailed instructions are provided only upon work for which policies have not been determined. The incumbent may exercise supervision over the work of subordinate clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records and transcribes important confidential dictation including disciplinary actions of IHA employees and Executive Sessions of the IHA Board of Commissioners;  
Prepares Board of Commissioners monthly Board Packets which may include confidential or sensitive materials as well as record minutes of the IHA Board of Commissioners monthly meetings;  
Maintains the Authority's archives including Personnel files;  
Relieves the Executive Director of administrative details by screening calls, scheduling appointments, receiving calls and callers, responding to requests for information on department programs, policies and procedures;  
Prepares and maintains all correspondence and files for the Executive Director and the Authority;  
Assists the Executive Director wherever needed such as summarizing and preparing reports to conserve time of Executive Director.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:** Thorough knowledge of general office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization, functions, laws, policies and regulations of the Ithaca Housing Authority; good organizational skills; ability to handle routine administrative details independently, including the composition of routine letters and memoranda without dictation; ability to handle confidential matters and material; ability to type at an acceptable rate of speed; ability to understand and carry out complex oral and written directions; ability to successfully work with and serve a diverse local community; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of complex clerical problems; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- A. Possession of an Associate's degree in secretarial science, word processing, business administration, or a closely related field with similar course curriculum, and two (2) years of secretarial experience; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Note:** College degrees 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.