DEPARTMENT: **TOWNS**
CLASSIFICATION: **EXEMPT**
APPROVED: **FEBRUARY 19, 2026**

CONFIDENTIAL SECRETARY TO THE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the confidential secretary to the Town Supervisor and provides clerical support to Town departments and Town Board when assigned. Responsibilities include routine office functions such as scheduling appointments, answering phones, filing, opening and distributing mail, maintaining inventory, purchasing, and maintaining files, etc. When assigned, the incumbent assists with bookkeeping, departmental payroll, budgeting, and with the collection of cash and check funds. This is important office support work involving the exercise of independent judgment in planning the details of the work in accordance with established policies, procedures, regulations, and laws. The incumbent works under direct supervision. Does related work as required

TYPICAL WORK ACTIVITIES:

1. Serves as confidential secretary to the Town Supervisor;
2. Serves as receptionist, taking messages, arranging appointments, and referring and receiving callers for assigned personnel and departments;
3. Receives, opens, date stamps and distributes mail;
4. Prepares and responds to departmental correspondence, composes letters, memos and required documents;
5. Maintains office inventory and purchases office supplies;
6. Inputs vouchers into a computerized accounts payable system and submits them for payment;
7. Arranges and maintains confidential and non-confidential files;
8. Assists the public with routine questions by phone, fax and email;
9. Prepares, compiles and types various lists, statistical reports and forms;
10. Maintains schedule and diary of work and appointments;
11. Attends required meetings and takes minutes;
12. Maintains database of archival collections;
13. Collects, reconciles and tracks incoming cash and check funds when assigned;
14. Coordinates department payroll activities when assigned;
15. Utilizes a personal computer and common office software programs including word processing, spreadsheet and databases;
16. When assigned, performs bookkeeping, assists with budgeting, and ensures that financial record-keeping and reporting is completed in accordance with applicable requirements and deadlines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of office terminology, procedures, methods, and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern office machines and the organization and functions of the office; good knowledge of legal terminology; working knowledge of state and local laws governing town government functions; skill in compiling data and preparing reports; skill in the use of a personal computer and modern office software at an acceptable rate of speed and accuracy; good organizational skills; skill in establishing priorities and gaining the cooperation of others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to understand and follow complex verbal and/or written instructions; ability to project a professional image; ability to establish and maintain effective working relationships; ability to establish priorities; ability to maintain confidentiality; ability to maintain files and prepare reports; ability to exercise sound professional judgment; initiative and resourcefulness; tact and courtesy; integrity; neat professional appearance; physical condition commensurate with the demands of the position.

CONTINUED

CONFIDENTIAL SECRETARY TO THE SUPERVISOR CONTINUED

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and one of the following:**

1. Graduation with an Associate's Degree in Secretarial Science, Office Administration, or business related field **and** three (3) years of full-time general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **OR**
2. Five (5) years of experience as defined in #1 above.

SPECIAL REQUIREMENT FOR APPOINTMENTAND CONTINUED EMPLOYMENT IF REQUIRED BY THE TOWN: Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

NOTE: 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/U.S. Secretary of Education.