

**DEPARTMENT:** NIAGARA COUNTY SOIL AND WATER DISTRICT  
**CLASSIFICATION:** EXEMPT APPROVED BY NYSCSC 3/28/2002  
**APPROVED:** APRIL 1, 2021

**SOIL AND WATER DISTRICT SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position serves as the secretary to the Niagara County Soil and Water Conservation Board of Directors. This position involves responsibility for performing clerical and accounting duties, as well as maintenance of benefit plans, insurances, and Civil Service records, for the Niagara County Soil and Water Conservation District. The incumbent receives general supervision from the Soil and Water District Manager. Independent judgment is exercised in the accomplishment of daily tasks. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Maintains all financial records (i.e. accounts receivable and payable, vouchers, computerized accounts);
2. Generates and compiles monthly Board of Director reports, annual state reports, ERISA reporting and NYS Sales Tax reports;
3. Monitors the annual district budget and grant budgets;
4. Maintains payroll, tax, and leave accrual records and completes necessary quarterly/annual reports;
5. Conducts all banking including the opening and closing of accounts, the updating of signature cards and collateral agreements, the recording of transactions, and the balancing of accounts;
6. Processes and maintains all necessary Civil Service, human resources, and insurance records;
7. Coordinates annual income programs (i.e. Tree and Shrub, Pond Stocking, Grass Carp) and performs all related accounting and clerical duties necessary to promote, organize and complete these programs;
8. Coordinates, schedules, and prepares for annual events (i.e. Niagara-Orleans Regional Envirothon, Environmental Field Days, special events) and performs all related accounting and clerical duties to complete these programs including writing grants and fundraising;
9. Greets the public and answers phones to provide general information, maps, photocopies, brochures, referrals, etc.;
10. Prepares bulk mailings and opens and distributes daily mail;
11. Orders all necessary office supplies;
12. Maintains computerized mailing lists;
13. Types office correspondence as needed;
14. Maintains District records in accordance with Records Retention policies;
15. Attends Board meetings and required training sessions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of methods used in financial accounting, recordkeeping and office terminology, procedures, routines, and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of Quickbooks accounting software and modern word processing and spreadsheet programs; excellent communication and writing skills; ability to type at an accurate rate of speed and accuracy; ability to understand and carry out complex oral and written directions; ability to get along well with others including the general public; clerical aptitude; mental alertness; sound professional judgment; neat appearance; integrity; tact and courtesy; congenial attitude; physical condition commensurate with the requirements of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, business or related field; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** three (3) years of satisfactory office clerical experience in the compilation and maintenance of financial accounts and records.

**NOTE:** Store clerk cashier or teller is not qualifying experience.