

**SECRETARY TO COUNTY EXECUTIVE  
CHAUTAUQUA COUNTY OFFICE OF THE COUNTY EXECUTIVE  
FULL TIME @ 35 HOURS/WEEK  
SALARY RANGE: \$22.16 - \$28.52 PLUS BENEFITS**

The Chautauqua County Office of the County Executive is seeking to fill a Full-Time Secretary to County Executive in the Mayville, NY office. This position independently performs complex clerical operations and relieves superior of administrative details by arranging conferences and referring contacts which should properly be made with subordinate officials. This work calls for the frequent exercise of independent judgment and giving out information regarding department policies and practices. Correspondence duties are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally with correspondence being dictated only when new problems arise. This work is performed under general supervision receiving detailed instruction only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion.

**Typical Work Activities:**

- Acts as Secretary to the County Executive;
- Relieves superior of office detail by making appointments, receiving calls and callers, and referring them to the proper persons;
- Answers requests for administrative information and prepares office reports;
- Takes and transcribes dictation of letters, memoranda, reports and a variety of other matters;
- Maintains personnel files for the office and completes personnel reports to comply with Civil Service and County Rules and Regulations;
- Stamps and distributes incoming mail according to policy of the department;
- Reads and summarizes reports to facilitate review by and to conserve the time of superior;
- Composes and types routine correspondence applying the knowledge of departmental operations and regulations;
- Maintains an appointment book;
- Reviews incoming mail and assembles files of material to facilitate reply;
- Assembles a variety of data from office records and outside sources for incorporation in reports;
- Upon request of the County Executive attends meetings and hearings.

This position is being filled by approved applications received. No exam needed.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and three years of work experience providing services to the public or performing clerical work activities; OR
- B. Five (5) years of experience in A. above; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above, where 15 semester credit hours is equivalent to six months of work experience.