

JANUARY 18, 2023

The Town of Clifton Park has an Opening for a Position as Confidential Secretary to the Town Attorney. The Position is full time and will be offered at a Grade 7 with steps 2-5. The starting compensation will therefore range from \$60,479 to \$66,102, along with excellent benefits, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below.

## CONFIDENTIAL SECRETARY TO THE TOWN ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position performs highly responsible and confidential duties and responsibilities for the Town Attorney. The position is expected to independently perform daily administrative matters, some involving a high degree of discretion and judgement in the running of the Town Attorney's Office. The work requires initiative, independence, and efficiency in carrying out the duties. General supervision is exercised over this position by the Town Attorney. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects and prepares all documents for legislative meetings such as: local laws, resolutions, and agendas for distribution including printed and electronic versions;  
Prepares a variety of correspondence and legal documents;  
Prepares legal briefs for litigation matters, as necessary;  
Prepares indexes and keeps records of opinions, claims or other requests filed against the Town;  
May makes searches in the Town Clerk's office, electronic archives (Laserfiche), Real Property records filed with the County Clerk, and other web-based search engines for the Town Attorney;  
Maintains all business and confidential correspondence that must be retained in office files and maintains all operating records;  
May keep time sheets and payroll records;  
May prepare a variety of bids, requests for proposals, contracts, agreements and others legal business documents;  
Prepares a variety of reports;  
Operates a variety of office equipment such as computer word processor, calculator, typewriter, copier, fax, digital recording devices, and others as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general functions of Town government, good knowledge of office practice and procedures and standard filing methods, including digital archives (Laserfiche); ability to understand and carry out complex written and oral instructions; ability to maintain office records and internal and external working relationships; ability to make effective work decisions in accordance with established policies; ability to operate a variety of office equipment and software; courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

“PREFERRED” MINIMUM QUALIFICATIONS: (This is an Exempt Class position and qualifications are “recommended” only)

- A) Possession of a Bachelor's Degree in Secretarial Science, Executive Assistant, Word Processing or closely related field; **OR**
- B) Possession of an Associate's Degree in Secretarial Science, Executive Assistant, Word Processing or closely related field; **OR**

C) Graduation from high school or possession of an equivalency certificate (GED) and two (2) years of high-level secretarial experience, preferably within a law office.

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