

**City of Cortland
Fire Department**



Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613
Fax: 607.758.8385
Email: cglover@cortland.org

TO: Susan Feiszli, Mayor
Bryan Gazda, Dir. Admin. & Finance
Members of the Common Council

FROM: Charles Glover, Fire Chief 

DATE: May 12, 2010

RE: Confidential Secretary

I am respectfully requesting that the Common Council reconsider my previous request for administrative assistance within the Fire Department.

I am specifically requesting that your consideration be given to permit the creation of a Confidential Secretary position, as I believe that the typical activities required of the office today warrant such classification. I also would suggest a starting salary of \$30,000.00/yr.

You should all have the previously submitted information therefore I have not included such again.

Please feel free to contact me if you desire to discuss this or need further information.

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted: 9/19/00

CONFIDENTIAL SECRETARY/CORTLAND CITY POLICE DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS:

This incumbent serves as secretary to the Chief of Police and is responsible for complex clerical operations and relieving the Chief of day-to-day administrative duties. The incumbent is also responsible for preparation/processing of the department's payroll and maintenance of the department's expenditures. The work is performed under general supervision, with broad leeway allowed for the exercise of independent judgment. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as secretary to the Chief of Police and coordinates his/her schedule, sets up appointments, arranges meetings;
Prepares and processes the department payroll using computerized programs;
Responsible for the maintenance of the department's budgetary expenditures, including accounts payable, accounts receivable and process/distribute vendor payments;
Prepares confidential material as directed by Chief of Police, including employee disciplinary actions, confidential internal and criminal investigations, special orders, memorandums, and minutes from meetings;
Relieves the Chief of Police of contacts which should properly be made with subordinate officials by receiving telephone calls and visitors, screening them, and referring them to the appropriate person;
Handles correspondence independently, including composing original replies to varied incoming correspondence, unless it involves administrative judgment;
Maintains a variety of departmental records and reports, leave accruals, incident reports, worker's compensation claims, personnel records, lost/found property inventory, handicapped parking permits, taxi permits and department equipment inventory;
Assists the Chief of Police in preparing department budget;
Assists in the preparation of contract negotiations and collective bargaining agreements;
Prepares a variety of statistical reports;
Operates a variety of office machines;
Orders and maintains inventory of office supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office practices, procedures, terminology and equipment; thorough knowledge of English and mathematics; good knowledge of budgetary preparation and maintenance; familiarity with the organization, functions, policies and regulations of the agency to which assigned; good organizational skills,

Continued on back...

CONFIDENTIAL SECRETARY/CORTLAND CITY POLICE DEPARTMENT

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Con't.)

ability to operate an alphanumeric QWERTY keyboard accurately at a high rate of speed; ability to handle routine administrative details independently; ability to handle confidential material; ability to understand and carry out complex oral and written directions; clerical aptitude; accuracy; initiative; tact; courtesy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with an associate's degree (or completion of 60 credit hours in secretarial science, business or a related field) AND three (3) years of full time or its part time equivalent of paid clerical experience including payroll preparation/processing keyboarding and accounting; OR
- B. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full time or its part time equivalent of paid clerical experience including payroll preparation/processing, keyboarding and accounting; OR
- C. An equivalent combination of training and experience as described in (A) and (B) above.