

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

SECRETARY TO CORPORATION COUNSEL

Salary: \$42,333 - \$48,287

Classification: Exempt Position
Membership into the NYS Retirement System
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Law Department and involves the responsibility for independently performing complex clerical operations, and for relieving superiors of administrative details by arranging conferences and handling contacts which should be properly made with subordinates. Duties involve the frequent exercise of independent judgement, providing information regarding department policies and practices, frequent contact with the public, and performing work of a confidential nature. Duties relating to correspondence are distinguished by the fact that most letters and releases of a routine, recurring nature are composed independently. The work is performed under general supervision of the Corporation Counsel, with detailed instruction received when necessary. Unusual, important or complicated assignments are checked in detail upon completion. Work is performed in accordance with policies and objectives outlined by the department head permitting the employee leeway for the exercise of independent judgement in applying policy to specific cases. Additionally, an employee in this class performs related clerical tasks such as screening telephone calls, taking messages, making extension connections, pulling appropriate files. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Relieves superiors of office detail by making appointments, receiving calls and callers, and referring them to the appropriate person;

Answers requests for administrative information and prepares office reports;

Takes and transcribes dictation of letters, memos, reports and a variety of other matters;

Reviews and processes contracts and other documents presented for signature;

Processes purchase requisitions and keeps track of budgeted items;

Investigates and refers constituent complaints and problems;

Processes and distributes incoming mail according to policy of the department;

Reads and summarizes reports to facilitate review by, and to conserve the time of a superior;

Composes and types routine correspondence applying knowledge of departmental operations and regulations;

Maintains an appointment book and calendar;

Review incoming mail and assembles files of material to facilitate reply by superior;

Prepares agendas for various meetings;

Researches and assembles a variety of data from office records and outside sources for incorporation in reports and letters;

Maintains expense account records for the department;

Operates copy machine, computer and other related office equipment;

Uses judgement and experience in making decisions in accordance with established policies and procedures;

Schedules and arranges conferences, meetings, etc.;

Requisitions and checks the receipts of supplies and equipment;

Performs a variety of related duties as necessary and as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the organization, functions, laws, policies and regulations of the department; good knowledge of business arithmetic and English; ability to take and transcribe dictation at an average rate of speed; ability to handle routine office details independently, including the composition of important reports, letters and memoranda without dictation; ability to establish and maintain effective relationships with employees and department heads; ability to greet visitors in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to deal courteously and effectively with the public both in person and on the telephone; ability to maintain confidentiality of all aspects of the department; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; mental alertness; good judgement; neatness; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Appointment is made on the basis of administrative and secretarial experience, to be determined by Corporation Counsel.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Corporation Counsel at (315) 792-0171.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 10/22/25)