

## CONFIDENTIAL SECRETARY TO THE CONFLICT DEFENDER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the department head by expediting, coordinating and relating departmental policies and procedures in administrative matters. This is important administrative work, the primary purpose of which is to free time of the department head for planning and policy making and the attention to duties requiring technical knowledge. The work is performed under the general supervision of the Conflict Defender with wide leeway for the exercise of independent judgment in applying departmental policies. The incumbent does related work as required.

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

Candidate must be able to assist in all aspects of the Conflict Defender's Office; must have strong computer skills, writing and typing skills; must be proficient in MS Excel, Word Perfect, MS Word and Lotus; must possess the ability to use the Internet as a reference tool; must possess a thorough knowledge of principles and practices of office management; must possess a high degree of organizational skills; ability to deal professionally with confidential materials; ability to work independently, good knowledge of public relations, must have the ability to prepare and maintain confidential reports and records, must have the ability to get along well with others, tact, courtesy, dependability, resourcefulness in solving complex problems, physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or related field and one year of paid office experience in a public or private business.
- (b) Graduation from a recognized college or university with an Associate's Degree in Public or Business Administration or related field and three years of paid experience as defined in (a);
- (c) Graduation from high school or equivalency and five years of paid experience as defined in (a) above;
- (d) An equivalent combination of training and experience as defined in (a), (b) or (c) above.