

0538

JURISDICTIONAL CLASS E  
GRADE    

APPROVED: CSB  
DATE: 2/13/12



**SECRETARY-TREASURER (SOIL & WATER CONSERVATION DISTRICT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing receptionist, secretarial, payroll and other bookkeeping duties of a responsible and confidential nature for the St. Lawrence County Soil and Water Conservation District. An employee in this class performs typing and clerical tasks to relieve the Board Members and the Conservation District Manager of routine administrative details. Additionally, a person in this class acts as the Assistant District Treasurer. Work is performed in accordance with general guidelines established by the Board of Directors, the District Manager, and NYS with leeway allowed for the exercise of independent judgment in completing work tasks and scheduling work flow and priorities. General supervision is received from the Conservation District Manager. Supervision is not typically a function of this classification. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Acts as personal and confidential secretary to the Board of Directors of the St. Lawrence County Soil and Water Conservation District and the Conservation District Manager;
- Acts as Assistant Treasurer for the Soil and Water Conservation District and is responsible for maintaining all District Books and financial records;
- Takes and records minutes of all District meetings;
- Compiles and types routine correspondence applying knowledge of agency regulations and operations;
- Maintains all District files and records;
- Types, edits and assists in the preparation of a variety of office documents and reports including some of a technical nature such as conservation Plans, Annual Reports and District Newsletters;
- Requisitions and maintains a stock level of office supplies and keeps related records; schedules necessary office machine service visits and repair calls;
- Acts as receptionist for the Soil and Water Conservation District and the USDA Natural Resources Conservation Service; screens telephone calls, visitors, deliveries and correspondence and takes appropriate measures;
- Assists the USDA NRCS District Conservationist with agreed upon activities;
- Assists the public by providing some technical information including maps;
- Operates a variety of office equipment.

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

Thorough knowledge of Microsoft Office and QuickBooks;  
Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of accounting principles and English;  
Thorough knowledge of the principles of office management;  
Ability to type accurately at a satisfactory rate of speed;  
Ability to understand and carry out complex oral and written directions;  
Ability to maintain a variety of records;  
Ability to deal tactfully with government officials and the general public.

**SUGGESTED MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one (1) year of clerical experience which involved word processing, accounting and payroll; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan and three (3) years of experience as stated in (A) above.