

**Town of Lancaster, NY  
Employment Opportunity**

THE TOWN OF LANCASTER IS AN EQUAL OPPORTUNITY EMPLOYER  
RESIDENCY PREFERENCE

The Town of Lancaster Town Supervisor's Office is accepting applications for the position of Secretary to the Supervisor. For further information regarding specific job duties and requirements, please refer to the following job description. Questions may be directed to Johanna Coleman, Town Supervisor, at (716) 683-1610 or [jcoleman@lancasterny.gov](mailto:jcoleman@lancasterny.gov).

Completed employment applications and resumes may be mailed or delivered to:

Office of the Supervisor  
Johanna M. Coleman, Town Supervisor  
21 Central Avenue  
Lancaster, NY 14086

Posted: May 30, 2019

SECRETARY TO SUPERVISOR

Rev. 7/02  
Erie County  
T & V  
Exempt  
WRB/a

DISTINGUISHING FEATURES OF THE CLASS: Serves as personal secretary to the Town's Supervisor, handling correspondence, keeping confidential files and records, making appointments. Under the general or direct supervision of the Town's supervisor, an employee in this class performs secretarial duties requiring the exercise of considerable individual judgment in relieving the Supervisor of administrative details. Supervision may be exercised over a small number of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as receptionist for the Supervisor taking messages, arranging appointments and referring callers;  
Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;  
May take and transcribe dictation;  
Takes and transcribes minutes of meetings;  
Screens mail received attaching any previous correspondence, reports, or records before submitting to the Supervisor and distributes office mail;  
Answers correspondence, composing reply letters for the signature of the Supervisor;  
Keeps schedule diary of work and appointments;  
Collects data and compiles confidential reports;  
Carries out special assignments for the Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of Business Arithmetic and English;  
Thorough knowledge of organization and functions of the Supervisor's office;  
Ability to maintain activity control records and prepare reports;  
Ability to take and transcribe dictation at a satisfactory rate of speed;  
Ability to understand and follow complex oral and written instructions;  
Ability to get along well with others;  
Clerical aptitude;  
A high degree of accuracy;  
Industry and dependability;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

SUGGESTED QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory office experience; or:

SECRETARY TO SUPERVISOR

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SUGGESTED QUALIFICATIONS:

B) A satisfactory equivalent combination of training and experience.

NOTE: The position is in the Exempt class and the acceptable training and experience noted above is advisory only.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.