



# SARATOGA COUNTY SOIL & WATER CONSERVATION DISTRICT

50 West High Street, Ballston Spa, New York 12020

(518)885-6900

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## SECRETARY TO SOIL AND WATER CONSERVATION DISTRICT BOARD

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 Saratoga County Soil and Water Conservation District, in the office, on a fulltime basis. An employee in this class performs keyboarding/entering and clerical tasks to 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 judgement 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. Requires working in the District Office.

### EXAMPLES OF WORK: (Illustrative only)

Acts as a personal and confidential secretary to the Board of Directors of the Saratoga 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;

Keyboarding/entering, 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 a receptionist for the Soil and Water Conservation District and the USDA Natural Resources Conservation Service;

Screen 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.

### **BOARD OF DIRECTORS:**

Janet Bartow•Victoria Garlanda•Joe Grasso•Jen Koval•Jay Matthews•Steven Ropitzky•Kevin Veitch

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**REQUIRED KNOWLEDGES, 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; through knowledge of the principles of office management; ability to type accurately; ability to understand and carry out complex oral and written directions; ability to maintain a variety of records; ability to deal tactfully and have good judgment with government officials and the general public; neat personal appearance; courtesy; resourcefulness; good physical condition.

**MINIMUM QUALIFICATIONS:**

- (A) Possession of an Associate’s Degree in Secretarial Science or a closely related field AND one (1) year of clerical experience which involved word processing, accounting, AND payroll; OR
- (B) Graduation from high school or possession of a high school equivalency diploma GED AND three (3) year of clerical experience which involved word processing, accounting, AND payroll.

**SALARY RANGE – BENEFITS**

\$40,000.00 commensurate with experience. Full time(35 hours per week)

Sick Leave, Annual Leave, Health Insurance, NYS Retirement, Deferred Compensation (optional)

**To Apply: Send Cover Letter, Resume by December 9<sup>th</sup> to**

**Dustin Lewis, District Manager**

[dustinlewissaratogawcd@gmail.com](mailto:dustinlewissaratogawcd@gmail.com)

or

Saratoga SWCD 50 West High Street

Ballston Spa, NY 12020