

DEPARTMENT: NIAGARA COUNTY SOIL AND WATER DISTRICT
CLASSIFICATION: EXEMPT
APPROVED: REVISED AUGUST 10, 2000

SOIL AND WATER DISTRICT SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position serves as the secretary to the Niagara County Soil and Water Conservation Board of Directors. This position involves responsibility for performing clerical and accounting duties for the Niagara County Soil and Water Conservation District. The incumbent receives general supervision from the Soil and Water District Manager. Independent judgment is exercised in the accomplishment of daily tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains all financial records (i.e. accounts receivable and payable, vouchers, computerized accounts);
2. Generates and compiles monthly Board of Director reports, annual state reports, ERISA reporting and NYS Sales Tax reports;
3. Monitors the annual district budget and grant budgets;
4. Maintains payroll, tax, and leave accrual records and completes necessary quarterly/annual reports;
5. Conducts all banking including the opening and closing of accounts, the updating of signature cards and collateral agreements, the recording of transactions, and the balancing of accounts;
6. Coordinates annual income programs (i.e. Tree and Shrub, Pond Stocking, Grass Carp) and performs all related accounting and clerical duties necessary to promote, organize and complete these programs;
7. Greets the public and answers phones to provide general information, maps, photocopies, brochures, referrals, etc.;
8. Prepares bulk mailings and opens and distributes daily mail;
9. Orders all necessary office supplies;
10. Maintains computerized mailing lists;
11. Types office correspondence as needed;
12. Coordinates, schedules, and prepares for annual events (i.e. Niagara-Orleans Regional Envirothon, Environmental Field Days, special events);
13. Maintains District records in accordance with Records Retention policies;
14. Attends Board meetings and required training sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods used in keeping financial accounts, records and of office terminology, procedures, routines, and equipment; thorough knowledge of business arithmetic and English; ability to understand and carry out complex oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neat appearance; integrity; tact and courtesy; physical condition commensurate with the requirements of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** three (3) years of satisfactory office clerical* experience in the compilation and maintenance of financial accounts and records.

*Store clerk cashier or teller is not qualifying experience.
3/10/2000, 8/10/2000

Exempt classification approved by State CSC 03/28/2002