



TOMPKINS COUNTY
PUBLIC LIBRARY

To: Support Staff Association/UAW 2300
From: Janet Steiner, Library Director *JS*
Re: Voluntary Removal of two confidential positions
Date: April 14, 1997

At the request of the Tompkins County Public Library Board of Trustees, I am seeking voluntary removal of two confidential positions from the UAW 2300: Stenographic Secretary and Principal Account Clerk Typist.

Both of these positions are involved in various areas of personnel administration, payroll processing, labor and vendor contract negotiations, and support functions to the Library Director, the Assistant Library Director, the Board of Trustees and the TCPL Foundation Board of Directors. Their responsibilities include, but are not limited to:

- preparation of contract negotiation proposals and related documents
- preparation of payroll
- processing of workers compensation, retirement, health insurance claims (including dependent care demographic information)
- support to the Board of Trustees in preparing documents, taking minutes, and attending executive sessions of the trustees
- reviewing employee medical files
- checking references for possible employment, access to personnel files

It is clear that the Fair Employment Act offers this exemption to employees who assist and act in a confidential capacity to managerial employees. As of this date, we do not consider any other positions to be considered confidential.

STENOGRAPHIC SECRETARY

TOMPKINS COUNTY

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Department Various Departments
Classification Competitive
Labor Grade J(10) TC3: H
Approved 4/2/91, Bd.Res. #131
Revised 5/12/91
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for independently performing complex clerical operations and for relieving the head of a department or major division of administrative details by arranging conferences, and relieving the official of contacts which should properly be made with subordinate officials. The class is distinguished from Secretary in that Stenographic Secretary takes and transcribes dictation as a major responsibility. The work calls for frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. Employees in this class work under general supervision, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in maintaining contacts with units under an administrative official's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the superior's signature;
Collects information to be used as a basis for reports and memoranda, and prepares summaries and reports of various phases of the agency's programs;
Maintains personal files for superior, and directs the operation of the files system of the agency (both manual and computerized);
Receives and reads all mail addressed to superior, personally answering many letters, and attaching background material to that referred to superior for action;
Keeps complex records of activities of the agency;
Types correspondence, memorandum and reports and other documents using a typewriter, word processor, or personal computer;
May participate in other administrative functions such as: interviewing personnel, processing of personal and payroll records, departmental budget preparation and control;
May assign work, furnishes guidance while work is in progress and reviews finished work on completion;
May maintain office discipline and output;

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PRINCIPAL ACCOUNT CLERK/TYPIST

TOMPKINS COUNTY

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Department Various Departments
Classification Competitive
Labor Grade K(11) TC3: I
Approved BD Rel #304, 7/23/90
Revised 5/12/91, Bd Res 224
By HH, Commissioner of Personnel

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DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
Revises, systematizes and installs account keeping methods and procedures;
Reconciles ledgers of revenue received with bank statements;
Conducts correspondence in connection with financial matters;
May supervise the preparation of purchase orders and the securing of bids from vendors.
Operates calculator, computer terminal and other related office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment and business English;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;

PRINCIPAL ACCOUNT CLERK/TYPIST continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, ETC. (Continued):

Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;
Ability to perform close, detail work involving considerable visual effort and concentration;
Integrity and good judgement in solving complex account keeping problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college with a major in accounting, business or a closely related field and two years of experience maintaining financial accounts or records; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of experience maintaining financial accounts and records; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.