

### *Secretarial Office Support*

The secretarial office support position performs responsible secretarial work for the Department of Public Works.

As the secretarial office support position, the employee works under the general supervision of the Public Works Director who outlines general policies, assigns duties, and evaluates work in terms of effectiveness. The secretarial office support position may receive specific assignments from either the supervisors (Foremen) or the Executive Assistant. He/she performs duties with some independence; exercises judgment such as determining correct courses of action, and to which supervisor's attention the complaints/information should be brought to, and whether a concern warrants the Director of Public Works' attention.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*