

SECRETARY TO SCHOOL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs responsible and confidential work as an executive secretary to a high level school building or district-wide administrator, other than the chief school officer or school principal, such as an Assistant Superintendent. This position requires a full range of skill in the operation of computers in compiling and producing correspondence, reports, records, files, etc. The frequent use of independent judgement and discretion in screening callers and planning the routine of the office is required. Detailed instructions are received only upon work involving questions of policy determination and administration. This position is distinguished from the title of "Secretary-Stenographer" in that stenography is not required. It is distinguished from lower level titles such as Secretary (School Districts) and Senior Office Assistant (Automated Systems) by the level of the supervisor as well as the scope and complexity of the duties assigned. Supervision may be exercised over the work of lower level clerical support personnel.

EXAMPLES OF WORK: (Illustrative Only)

Performs executive secretarial functions for the school administrator;

Relieves administrator of duties that do not require their personal attention;

Receives calls and callers, ascertaining their business and answering their questions or referring them to the proper person;

Makes appointments and schedules meetings for administrator as directed;

Takes notes of meetings and hearings and prepares minutes as needed;

Opens, sorts and reads incoming mail and email and independently prepares replies to routine correspondence;

Collects information needed in the preparation of correspondence, reports, memoranda and other documents;

Assists in the preparation and maintenance of budgets, personnel records, staff attendance reports, etc. relating to the responsibilities of the particular office or department;

Maintains files of both general and confidential information pertinent to the activities of the office;

Supervises the maintenance of office records;

Organizes and coordinates the special activities related to the particular department or assignment, i.e. new student orientation, "moving up" ceremony, graduation events, science fair, field trips, etc.

May supervise or direct the work of office clerical personnel;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of automated systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to compose and edit routine letters and memoranda; ability to understand and carry out complex oral and written directions; ability to handle administrative details independently; ability to deal with others effectively; ability to compile data and prepare reports; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in an office setting that consisted of using software to maintain calendars, schedule meetings, make travel arrangements, draft and create correspondence, presentations, emails and enter and maintain records in databases in support of a higher level administrator or a department or unit head.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four (4) years of the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Competitive
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Job Class Code: S210