

## SECRETARY TO SCHOOL PRINCIPAL

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs executive secretarial services for an elementary, middle school, junior high or high school principal, relieving the principal of administrative details. This position differs from the "Secretary to School Principal (Stenographer)" in that the stenographic skill is not required. The position requires a full range of skills in the operation of a computer to maximize equipment capability in compiling and producing correspondence, records, reports, files, etc. The position also requires the frequent use of independent judgement in the application of prescribed methods and procedures where policies have already been established. There is a considerable amount of contact with the public and/or fellow employees. Supervision may be exercised over the work of lower level clerical workers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs executive secretarial functions for school principal;

Relieves school principals of details which do not require their personal attention by the use of discretion, tact and thorough knowledge of district/office policies and procedures;

Uses a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or other data;

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

Maintains calendar of appointments for the Principal, ensuring the Principal is apprised of all appointments and changes as well as matters requiring immediate attention;

Takes notes of minutes of meetings or hearings and prepares them to be in final document format;

Answers telephone and responds to requested information and/or refers inquiries to the appropriate party;

Arranges appointments and meetings and prepares materials for them;

Compiles a variety of data to be used as a basis for reports and prepares reports or statements;

Maintains files for the Principal, ensuring that material is properly marked and accessible for immediate use by the Principal;

Performs responsible clerical work in the maintenance of complex and confidential records and files, both manually and by use of computers;

Opens, sorts, and screens incoming mail and answers routine correspondence; routes remainder to the appropriate party;

May assign and check the work of other clerical employees;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses other software applications such as spreadsheets, 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; good knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of computer systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage/retrieval; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out complex oral and written directions; ability to compose and edit routine letters and memoranda; ability to handle administrative details independently; ability to deal effectively with others; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to compile data and prepare reports; ability to develop and maintain good working relationships with others; clerical aptitude; accuracy; resourcefulness; initiative; 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.

