

SECRETARY (SCHOOL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee of this class performs secretarial work of a varied nature which involves confidential and complex clerical tasks. Work is performed for a responsible management position located within the school building, other than a School Principal or School Administrator, where the position is not recognized as a district wide administrator, i.e. Assistant Principal, Director of Guidance, Director of Athletics, etc; or where the position has district wide non-educational, non-curriculum based responsibilities, i.e. Director of Facilities I, II, or III. Employees are responsible for the performance of the assigned specialized functions of their department and make independent work decisions according to school district policies. Work is reviewed through consultations with the immediate supervisor. Communication and contact with the students, staff, faculty and/or public is an important function of the position. Supervision may be exercised over the work of lower level clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs specialized support and clerical duties assisting in the operations of the particular office or department;

Opens, sorts and reads incoming mail and email; responds to correspondence, as appropriate;

Screens telephone calls, redirecting them to the appropriate party, as necessary;

Greets visitors, students, and faculty, scheduling appointments, providing district forms, furnishing information, preparing student passes, etc.;

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

Compiles pertinent information for reports, committee meetings, memoranda and other departmental documents; assists supervisor in editing and writing copy;

Participates in school committee meetings; may be responsible for taking notes and preparing minutes for distribution to committee members and others, as appropriate;

Organizes and coordinates the special activities related to the particular office or department, i.e. new student orientation, "moving up" ceremony, graduation events, science fair, field trips, registration of students, standardized testing/proctors, etc.

May maintain calendar for director of department or office;

May supervise lower level office clerical staff;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the responsibilities of a secretary; good knowledge of general business and office terminology, practices; procedures and equipment; good 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 manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to compose and edit routine letters and memoranda; ability to compile data and prepare reports; ability to take notes at a satisfactory rate of speed where appropriate; ability to understand and carry out complex oral and written directions; ability to handle administrative details independently; ability to establish and maintain effective working relationships with professional and clerical personnel including peers, administrators, students and parents; ability to deal effectively with officials and the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; mental alertness; good judgment; high degree of discretion in handling confidential matters; accuracy; thoroughness; initiative; tact, resourcefulness; 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 four (4) 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 three (3) 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.