

SECRETARY  
(School Districts)

GENERAL STATEMENT OF DUTIES: Performs secretarial and administrative work of a varied nature; does related work as required.

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 school management position other than a School Principal or School Administrator, i.e. Assistant Principal, Director of Guidance, Director of Athletics, Director of School Facilities, Operations and Maintenance, etc. where these positions are not recognized as administrators within the school district. 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. The incumbent may have supervisory responsibilities over office support personnel. Communication and contact with the students, staff, faculty and/or public is an important function of the position.

EXAMPLES OF WORK: (Illustrative Only)

Performs specialized support and clerical duties assisting the administrator in the operations of the 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 department, i.e. new student orientation, "moving up" ceremony, graduation events, science fair, field trips, registration of students, standardized testing/proctors, etc.

EXAMPLES OF WORK: (Illustrative Only)(Continued)

Utilizes computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May maintain calendar for administrator;

May supervise or direct the work of office clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES ANDN ATTRIBUTES: Good knowledge of the responsibilities of a secretary; good knowledge of general business and office terminology, practices and equipment; good knowledge of business English, spelling and arithmetic; good knowledge of the capabilities of automated systems equipment to produce formats for reports, documents, correspondences, charts and file storage and retrieval; ability to effectively use computer applications software; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to compose and edit letters and memoranda; ability to carry out oral and written directions; ability to effectively maintain relationships with peers, administrators, students and parents; accuracy; 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 either (a) four (4) years of secretarial experience, two years of which must have involved the use of computers to maintain records and produce correspondence; or (b) graduation from a post high school secretarial or business school with a degree or certificate in secretarial sciences, office technology, or closely related field, and two years of clerical experience which must have involved the use of computers to maintain records and produce correspondence; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: a certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.

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