

SECRETARY TO CHIEF SCHOOL OFFICER
(SECRETARY TO DISTRICT PRINCIPAL, DISTRICT SUPERINTENDENT,
SUPERVISING PRINCIPAL OR SUPERINTENDENT OF SCHOOLS)

GENERAL STATEMENT OF DUTIES: Performs work as secretary to the chief school officer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision performs executive secretarial work for the district's chief school officer relieving him/her of administrative details. The incumbent may provide stenographic services as required by the Chief School Officer. This position requires the frequent exercise of independent judgment and discretion in screening callers, representing district policies and practices and in planning the routine of the office. Supervision or direction may be exercised over the work of a few clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Relieves the chief school officer of details which do not require his/her personal attention by receiving calls and callers, ascertaining their business and answering their questions or referring them to the proper person;

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

Takes minutes of staff meetings, conferences and hearings and transcribes same;

Arranges appointments and meetings and prepares materials for them;

Assists in the preparation of budgets, resolutions and reports;

Relays directives to subordinate personnel and checks upon their completion;

Reads and sorts incoming mail and answers it independently or routes it with background material as necessary;

Handles other correspondence independently as delegated or from brief direction;

Performs a variety of complex clerical tasks;

Supervises and assists with the maintenance of both general and confidential files;

May take and transcribe important and confidential dictation;

May supervise the work of clerical personnel assigned to administrative offices.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of general business terminology, procedures, and equipment; thorough knowledge of the responsibilities of an executive secretary; comprehensive knowledge of business English, spelling and arithmetic; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to take difficult dictation at a rate not less than 80 words per minute, if required by the Chief School Officer; ability to manipulate a standard alphanumeric keyboard at a rate not less than 35 words per minute; ability to compose and edit important 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; ability to promote and maintain effective public relations; accuracy; resourcefulness; initiative; neat personal appearance; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and either: (a) completion of a two year post high school business or secretarial course and four years of office/clerical experience which involved the use of computers to maintain records or produce correspondence or spreadsheets; or (b) six years of office/clerical experience which involved the use of computers to maintain records or produce correspondence or spreadsheets; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.: Exempt
(1b)

Job Class Code: S867

Comment: Revised: 6/2/03
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