

SECRETARY TO SCHOOL ADMINISTRATOR*

GENERAL STATEMENT OF DUTIES: Works as secretary to a school building or district-wide administrator; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs responsible and confidential work as secretary to a high level school building or district-wide administrator, other than the chief school officer or school principal, e.g., assistant superintendent (s), director level positions which are regarded as administrators by the school district, etc. 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)

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;

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

Makes appointments and schedules meetings as directed;

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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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;

May take notes of meetings and hearings and prepare minutes.

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 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 either (a) five years of secretarial experience, three 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 three years secretarial experience which must have involved the use of computers to maintain records and to 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.

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

*Formerly "Secretary to School Official"