

SECRETARY TO SCHOOL PRINCIPAL (STENOGRAPHER)

GENERAL STATEMENT OF DUTIES: Performs executive secretarial work, including the use of stenography, as secretary to an elementary, middle school, junior high school or high school principal; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs executive secretarial work including stenographic services for a school principal, relieving the principal of administrative details. This position differs from the general title of Secretary to School Principal in that the stenographic skill is required. The position requires a full range of skills in the operation of a computer, maximizing equipment capability in compiling and producing correspondence, records, reports, files, etc. The position requires the frequent use of independent judgment 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. Therefore, maintaining good relationships with others is highly important. Supervision may be exercised over the work of lower level clerical workers.

EXAMPLES OF WORK: (Illustrative Only)

Acts as Secretary to a school principal;

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

Takes and transcribes important and confidential dictation, some of which may involve technical and unusual terms;

Utilizes 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;

Takes verbatim minutes of meetings or hearings and transcribes same;

Makes appointments and schedules meetings as directed, and prepares materials for them;

Furnishes information to callers at a counter;

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

Answers telephone, responds to requests for information and/or refers inquiries to the appropriate party;

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

EXAMPLES OF WORK: (Continued)

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

May assign and check the work of other clerical employees.

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 capability of computer systems equipment to produce various formats/documents such as correspondence, reports, tables, charts and file storage and retrieval; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to take dictation at a rate of 80 words per minute; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; 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 compile data and prepare reports; 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 either: (a) five years of secretarial experience which must have involved the taking of dictation, three (3) 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 program with a degree or certificate in secretarial sciences, office technology or closely related field and three (3) years secretarial experience which involved the taking of dictation and 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.