

## **SCHOOL SECRETARY**

Code No: 5-19-034  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a secretarial position responsible for the independent performance of a variety of secretarial duties necessary for the efficient operation of an elementary school or special school program and the use of a personal computer for word processing and database entry is an integral part of the position. The employee reports directly to, and works under, the general supervision of an elementary school principal or director of a special school program. General supervision may be exercised over clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Types correspondence, reports and evaluations from rough or finished copy;

Composes and types routine letters of inquiry or response;

Assists in the preparation of reports, bulletins, and other material by gathering information from reports, requesting and controlling the return of information, and by typing and assembling the finished product;

Supervises the maintenance of various school files and records, including daily student attendance and final grades;

Keeps records of teacher attendance, leaves of absences, sick and personal days, etc;

Prepares, processes, and authorizes purchase requisitions and vouchers;

Issues monies from petty cash and maintains records;

Informs professional and civil service staff of office and school procedures, programs and activities;

Operates a variety of office machines such as a personal computer, calculator and photo copier;

Operates switchboard or answers telephone; obtains and gives out routine information, referring calls, or taking messages;

Acts as a receptionist by greeting visitors, obtaining and giving out information, directing visitors to proper office, or notifying of visitors and appointments;

Assists in the arrangements for field trips, including calls and letter of inquiry or confirmation, release forms, and reserving buses;

Supervises a clerical staff in the performance of assigned work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures, and equipment; good knowledge of related computer software; ability to operate word processing and data entry equipment at a satisfactory rate of speed ; ability to utilize word processing database and spreadsheet programs; ability to operate data entry equipment from rough draft or finished copy; good knowledge of business arithmetic; working knowledge of a variety of basic computerized data bases; supervisory skill; ability to assign and supervise the work of clerical staff; ability to compose routine correspondence; ability to proof written material for proper grammar and composition errors; ability to collect requested information for reports; ability to maintain a variety of school and business records on a computer data base; ability to prepare and process necessary personnel and forms; ability to communicate effectively both orally and in writing; ability to

maintain confidentiality of records; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, plus one (1) year paid full-time or its part-time equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience; OR,
- (C) Three (3) years paid full-time or its part-time equivalent experience as defined in (A) and (B) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Additional college level training beyond the Associate's degree may not be substituted for the experience requirement.

**NOTE:** Experience as a Teller, Cashier or Sales Clerk will not be considered office clerical experience.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**REVISED:** January 13, 1984  
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**REVISED:** July 18, 1991  
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