

SECRETARY TO THE SUPERINTENDENT OF SCHOOLS

Code No.: 910191
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative secretarial position which serves as personal secretary to the Superintendent of Schools, involving responsibility for the performance of complex clerical tasks, stenographic transcription, and routine administrative assignments. General supervision is received from the Superintendent, with wide leeway allowed for the exercise of independent judgment in the resolution of office management problems and the referral or response to inquiries. Direct supervision may be exercised over a small clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation;

Types letters, news releases, speeches, and independently formulated correspondence and reports dealing with well defined administrative activities;

Secures requested materials from files or records and assembles into usable form;

Maintains records and compiles supplied information into reports;

Opens, reads, underscores, sorts and distributes mail to the Superintendent or routes to appropriate department;

Reroutes materials at the direction of the Superintendent;

Maintains pending file of routed materials requiring a response;

Receives visitors and answers telephones, responding to inquiries or referring to appropriate department;

Maintains calendar of the Superintendent, including meetings and appointments;

Arranges travel, hotel accommodations and registration fees;

Completes vouchers and attaches expense statements;

Requisitions office supplies;

Files and makes photographic copies of materials, including those of a highly confidential nature; May prepare weekly calendar of events for district-wide staff meetings;

May supervise secretarial and clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the organization, functions, policies and regulations of the school system; good knowledge of standard office procedures, practices and methods; good knowledge of English composition, grammar and spelling; good knowledge of the

format, terminology and vocabulary used in business correspondence; ability to take and transcribe dictation; ability to type rapidly and accurately; ability to independently perform complex secretarial and routine administrative assignments; ability to prepare routine correspondence; ability to understand, interpret and carry out complex oral and written directions; ability to deal effectively with the public; ability to compile furnished data into reports; record keeping ability; supervisory ability; good judgment in handling confidential material; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: July 21, 1977
REVISED: July 15, 1982
REVISED: May 11, 1989
REVISED: June 21, 1990