

SECRETARY TO THE DISTRICT SUPERINTENDENT

Code No.: 5-19-035

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative secretarial position involving stenographic transcription and responsibility for processing routine administrative matters.

Employees of this class perform complex secretarial tasks and exercise independent judgment in solving office management problems and serve as personal secretary to the District Superintendent of Schools. Employees of this class are required to work beyond normal working hours on occasion to complete special tasks. The work is performed under general supervision from the District Superintendent with leeway allowed for referral or response to inquiries. Direct supervision may be exercised over a small secretarial or 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):

Takes and transcribes dictation;

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

Obtains requested materials from files or records and assembles the same into usable form;

Keeps records and compiles supplied information into reports;

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

Re-routes materials at the direction of the District Superintendent;

Maintains a pending file for routed materials requiring responses;

Prepares an annual, monthly, weekly and daily calendar of events for staff meetings, both District wide, school wide and otherwise for District Superintendent and others;

Acts as receptionist for visitors, responds to inquiries or refers same to the appropriate section of Department;

Maintains a calendar for the District Superintendent for all meetings and activities which he is to attend or in which he is to participate or initiate;

Arranges travel, hotel or motel accommodations, registration fees and any required visitor

arrangements;

Completes vouchers and attaches expense statements;

Orders all office supplies;

May supervise secretarial and clerical staff;

Files and makes photographic copies of materials including highly sensitive documents, such as personnel records of pupils, family histories, psychological reports, staff reports, information of a confidential nature on claims and law actions, on disciplinary matters and on matters having potential non-civil aspects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the organization, functions, policies and regulation of the school system; good knowledge of the policies and regulations of the State Department of Education as they pertain to the school system; good knowledge of standard office procedures, practices and methods; good knowledge of English composition, grammar, and spelling; good knowledge of format, terminology and vocabulary used in business correspondence; ability to take and transcribe dictation; ability to type rapidly and accurately; ability to perform independently complex secretarial and routine administrative assignments; ability to construct and incorporate paragraphs into routine correspondence and written directions; ability to organize and interpret and carry out complex oral and written directions; ability to organize and maintain alphabetical filing system; supervisory ability; good judgment in handling confidential material; ability to establish and maintain effective relationships with the public; ability to compile furnished data into reports; record keeping ability; health 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.

ADOPTED: May 2, 1980

Reviewed: August, 1986