

SECRETARY BOARD OF EDUCATION

Code No.: 3-05-176

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position supporting the Board members of the City School District. The employee serves as one of two secretaries to the Board members handling administrative tasks and business detail. The employee is required to exercise independent judgment in solving office management problems, and acts on behalf of the Board members in accomplishing routine administrative business. The employee works under general supervision from an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over temporary 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, transcribes, and types dictation of correspondence, memoranda, reports, minutes, and proceedings of meetings, hearings, conferences, and other material relating to specialized, confidential, or technical fields;

Composes and types correspondence, award scripts, Board endorsements for service organization programs and reports dealing with well defined administrative policies;

Compiles, from given information, resumes for Board members;

Maintains official records of the Board members and compiles these records into reports, program recommendations, etc.;

Answers telephones, responding to inquiries or referring to appropriate departments;

Telephones governmental leaders as required by Board president, Board members and Superintendent;

Types requisitions as requested by Board members, following through with obtaining codes and processing claim vouchers for the payment of bills;

Responds to written and oral requests for information, material, and appointments;

Maintains Board "lending" library;

Acts as receptionist for Board members, greeting visitors and scheduling appointments;

Maintains calendar for the Board members, scheduling appointments with school district staff, parents, and concerned citizens;

Opens, reads, highlights important details, and distributes mail to the Board members or routes to the appropriate departments;

Makes travel arrangements, hotel accommodations for Board members.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and procedures; good knowledge of English grammar and usage; good knowledge of terminology, vocabulary and letter formats used in business correspondence; good knowledge of office management techniques; recordkeeping ability; ability to operate a variety of office equipment; ability to operate word processing equipment; ability to take and transcribe shorthand at a satisfactory speed (100 wpm); ability to type accurately and at a satisfactory rate of speed; ability to complete complex clerical assignments independently; ability to compose business correspondence and written reports using proper grammar, punctuation, and spelling; ability to prioritize and take action on Board members' mail, correspondence as appropriate; ability to independently research information for Board members' use; ability to establish and maintain a filing system; ability to understand, follow and interpret oral and written directions; ability to problem-solve; ability to deal effectively with public, staff, etc.; tact; courtesy; poise; good judgment in handling confidential material; physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, PLUS:

- (A) Six (6) years of paid full-time or its part-time equivalent office secretarial experience, two (2) years of which shall have been at a senior secretarial level; OR,

- (B) Graduation with a diploma or certificate in business or a business institute with a major in Secretarial Science, Word Processing, or related area, plus four (4) years of paid full-time or its part-time equivalent office stenographic experience, two (2) years of which shall have been at a senior secretarial level; OR,
- (C) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Secretarial Science or related field, or, graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or related field, plus four (4) years of paid full-time or its part-time equivalent office stenographic experience, two (2) years of which shall have been at a senior level; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: College level training in fields other than Secretarial Science may be substituted for one (1) year only of the required experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: October 12, 1989