

SECRETARY TO THE SUPERINTENDENT

TOMPKINS COUNTY

Department Various School Districts
Classification Exempt per NYS CSC*
Labor Grade
Approved 8/13/81
Revised 8/86;11/99;12/99; 12/00*
By HH, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for a variety of clerical tasks which may include: composing and typing of correspondence, acting as receptionist in the office of the Superintendent, and (depending upon the school) may involve taking and transcribing dictation by shorthand or Dictaphone. An employee in this class performs these clerical tasks for the express purpose of relieving the Superintendent of the non-technical administrative details of the office. The work is performed under the general direction of the Superintendent with considerable leeway permitted for the exercise of independent judgment. Depending upon the location of the position, supervision may be exercised over the work of subordinate clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Acts as a personal and confidential secretary to the Superintendent;
Independently composes, types and processes routine correspondence by applying a knowledge of district regulations and operations;
Depending upon the School District, an incumbent in this class may supervise a small staff of clerical and stenographic employees engaged in performing routine duties, keeping various clerical records and typing reports related to district operations;
Depending upon the School District, may take and transcribe dictation of letters, articles, memoranda and other materials by shorthand or Dictaphone;
Screens telephone calls, correspondence, and personal visitors of the Superintendent;
Compiles and types various monthly and annual statistical reports;
Operates a typewriter, personal computer, calculator, fax and other office machines;
Requisitions and maintains a stock level of office supplies and keeps related records;
Acts as a receptionist, giving out routine information on policy and procedures;
Prepares, maintains and files various District policy and procedure manuals and related records;
Prepares correspondence and reports as required.

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SECRETARY TO THE SUPERINTENDENT (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Good knowledge of the principles and practices of office management;
Ability to deal tactfully with school officials and the general public;
Skill in the use of a personal computer and related software;
Depending upon the location, the ability to take and transcribe dictation by shorthand or Dictaphone at an acceptable rate of speed may be desired;
Ability to type accurately using a typewriter and/or personal computer at a rate of 35 words per minute;
Ability to understand and carry out oral and written directions;
Ability to plan and supervise the work of others;
Clerical Aptitude, mental alertness, good judgement, neatness, accuracy, tact, courtesy, and integrity are required;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: The ability to type at a rate of at least 35 words per minute **AND EITHER:**

- (a) Completion of a one-year certificate program in Secretarial Science or a closely related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have involved public contact and typing/word processing using a personal computer; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma AND three years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have involved public contact and typing/word processing using a personal computer;
- (c) Seven years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have involved public contact and typing/word processing using a personal computer; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) and (c) above.

NOTE: A minimum of two typing and/or word processing courses and two shorthand courses are required for a Certificate program to qualify in (a). Completion of 30 semester hours toward an Associates Degree in Secretarial Science or a closely related field will also be accepted if the required typing, word processing, and shorthand course are included.

NOTE: A minimum of one year of experience as described in (a) is required. Additional education may not be substituted for this year of experience.

10/5/88

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