DISTINGUISHING FEATURES OF THE CLASS

This is responsible secretarial work involving the efficient operation of a school main office or district department. Employees in this class independently perform a variety of complex clerical operations and minor bookkeeping functions. The classification of School Secretary is distinguished from other clerical job titles by the responsibility for relieving the school principal or administrator of administrative detail and diversity of skills required. School Secretary I is further distinguished from School Secretary II by the location of assignment and level of responsibility. The School Secretary I is typically assigned to a school building principal or small department within the district, whereas the School Secretary II is assigned to an executive school administrator or major district department which requires a greater diversity of skill. Employees in this class are responsible for handling administrative details by arranging conferences and appointments, directing inquiries or problems to appropriate school officials and generally assisting the school principal or administration by relieving him or her of routine administrative tasks. Work frequently involves contacts with faculty, student, parents and visitors. Work is performed under general supervision with some latitude for making independent decisions in routine matters. Unusually important or complex assignments are reviewed in detail upon completion. Direct supervision may be exercised over one or more clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES

Relieves the principal of office details by making appointments, receiving calls and callers and referring them to the proper individuals.
Types correspondence, reports and evaluations from Dictaphone, rough or finished copy.
Composes and types routine letters of inquiry or response for the principal.
Uses a manual or electric typewriter, or any type of computerized equipment with a word processing function to complete typing duties.
Assists the principal 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 and/or assists in the maintenance of various school files and records, which may include daily student attendance reports, posting of final grades, leaves of absence, sick and personal days, teacher attendance, etc.
Prepares, processes, and may authorize purchase requisitions and vouchers.
May issue 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 and equipment.
May supervise a small clerical staff in the performance of assigned work and instruct clerical staff in office procedures and operation of equipment.
May operate a switchboard or serve as receptionist.
May assist in the arrangement of field trips, including calls and letters of inquiry or confirmation, release forms and reserving buses.
May take dictation and transcribe notes when qualified as a stenographer.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of secretarial practices.
Good knowledge of office terminology, procedures, and equipment.
Good knowledge of English grammar and composition.
Good knowledge of typing techniques and practices.
Good knowledge of business arithmetic.
Ability to assign and supervise the work of a small clerical staff.
Ability to type from a Dictaphone rough draft or finished copy.
Ability to edit written material for grammatical and composition errors.
Ability to compose routine correspondence.
Ability to collect requested information for reports.
Ability to maintain a variety of school records.
Ability to prepare and process necessary personnel forms.
Ability to operate a variety of office machines and equipment such as typewriters, ditto, copier and adding machines.
Ability to learn how to operate a variety of typing equipment, which may include automated typing systems, word processors, micro-computers and word processing software
Ability to communicate effectively with the public, students, professional and support services staff.
Ability to maintain confidentiality of records and office business.
MINIMUM QUALIFICATIONS

Promotion:

A) One (1) year of continuous permanent competitive class status in the title of Typist II or,

B) Two (2) years of continuous permanent competitive class status in the title of Typist I or Stenographer I.

Open Competitive:

A) Two (2) years of office experience, or its part-time equivalent, which must have included typing and clerical work as a primary function of the job; or,

B) An Associate's degree in Business or Administrative Assistant, or a closely related field, which must have included coursework in typing, keyboarding and/or word processing.

Note: Post-secondary education from a regionally accredited college, university or business school or one accredited by the New York State Board of Regents to grant degrees with a concentration in Secretarial Science or Administrative Assistant may be substituted for the above experience on a year for year basis.

Revised: 9/2015