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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SECRETARIAL ASSISTANT
Code: 010235 ALP
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Competitive

GENERAL STATEMENT OF DUTIES

Performs highly responsible and confidential work as secretary to the head of a specialized educational board or agency; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this is difficult and varied secretarial work with administrative responsibilities. Work usually involves confidential and complex tasks requiring independent judgment and action. The employee may assist the department head by assuming responsibility for routine management, personnel, and payroll details, or by performing highly specialized and technical activities under supervision. Supervision is exercised over subordinate clerical personnel.

TYPICAL DUTIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of office practices, procedures, terminology, and equipment.
2. Considerable knowledge of business english, spelling, and arithmetic.
3. Ability to take and transcribe oral dictation accurately at a rapid rate of speed.
4. Ability to plan, organize, and direct the work of subordinates.
5. Ability to establish and maintain effective working relationships with various school officials, department heads, and the general public.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Four years of satisfactory general office experience, including one year in a responsible supervisory position or in a responsible secretarial position.

NOTE: Experience, as outlined above, in excess of the four-year requirement, may be substituted for high school education on a year-for-year basis, up to a

maximum of two years.

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