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NASSAU COUNTY

**Title : SECRETARY TO
SUPERINTENDENT OF SCHOOLS
OR DISTRICT PRINCIPAL**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 010298 AOS
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Competitive**

GENERAL STATEMENT OF DUTIES

Performs highly responsible and confidential work as secretary to the Superintendent of Schools or District Principal; performs related duties as required.

COMPLEXITY OF DUTIES

Under general direction, 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 relieving him of routine management, personnel and payroll details, or performing highly specialized and technical activities under his general supervision. Supervision is often exercised over one or more clerical assistants.

TYPICAL DUTIES

1. Takes dictation of correspondence, reports or memoranda in shorthand or stenotype or other writing machine and transcribes same on a typewriter.
2. Takes minutes of staff meetings, conferences, board meetings and hearings.
3. Reads, sorts and routes incoming mail, selects letters for own reply and composes original correspondence.
4. Sets up new files and maintains a wide variety of current files of records, documents, maps, official correspondence and other material pertinent to activities of the office.
5. Receives and refers phone calls, answers questions, directs persons to proper officials and makes appointment; arranges conferences and speaking engagements and makes travel arrangements.
6. Assists in preparation of budgets, resolutions and special and periodic reports.
7. May prepare payrolls, maintain inventory records and requisitions office supplies; may report personnel changes and keep personnel records.
8. May supervise a staff in administration office and may be responsible for training, assigning and reviewing work of subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Comprehensive knowledge of office practices, procedures, terminology and equipment.
2. Comprehensive knowledge of business English, spelling and arithmetic.
3. Thorough knowledge of the principles of office management and supervision, and ability to apply this knowledge to work problems.
4. Skill in taking and transcribing oral dictation accurately and at a rapid rate of speed.

5. Ability to rapidly acquire thorough knowledge of the administrative regulations applicable to the organization.
6. Ability to plan, organize and direct work of subordinates.
7. Ability to promote and maintain effective public relations.
8. Neatness.
9. Tact and courtesy.
10. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Four years of satisfactory experience in clerical work which shall have involved taking and transcribing dictation, at least one year of which shall have been in a responsible supervisory position or a responsible secretarial position.

NOTE: Experience, as outlined above, in excess of four years, may be substituted for high school on a year-for-year basis up to a maximum of two years.

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