

[Go Back](#)**NASSAU COUNTY****Title : SECRETARY TO THE BOARD OF  
EDUCATION****SCHOOL DISTRICTS****Code: 010282 A0C****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Under general supervision, performs executive secretarial duties for a Board of Education. Does related work as required.

**COMPLEXITY OF DUTIES**

An employee in this class serves as executive secretary to the Board of Education. The employee must use independent judgment in determinations on varied problems which do not involve major deviation from established policy or procedure.

**TYPICAL DUTIES**

1. Takes and transcribes difficult dictation of correspondence, articles, reports, speeches or other material.
2. Receives telephone calls and visitors to the department, arranges for appointments, interviews where necessary and handles assigned matters personally.
3. Keeps personnel, financial, statistical, inventory and other records and develops office forms and procedures.
4. Acts as an intermediary for superiors, maintaining frequent contacts for the administrator with public and private executives, professional persons and other officials.
5. Conducts correspondence with the general public, adjusting complaints or supplying information explaining departmental procedures.
6. Interprets regulations according to well-defined standards and applies rules to a variety of work situations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of the functions, procedures and governing laws and regulations pertinent to the Board of Education.
2. Thorough knowledge of modern office practices, procedures and office equipment.
3. Thorough knowledge of business English, spelling and arithmetic.
4. Ability to take dictation and transcribe complex and technical material at a rapid rate of speed.
5. Ability to compose a variety of memoranda or letters with only general instructions.
6. Ability to maintain complex clerical records and to prepare accurate reports.
7. Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school, including or supplemented by courses in stenography and typing

or

completed training in a business school for stenography and typing

and

Four years of satisfactory experience as a clerk stenographer, including one year in a secretarial or supervisory capacity.

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