

[Go Back](#)**NASSAU COUNTY****Title : SECRETARY TO THE LIBRARY
BOARD (PART-TIME)****SCHOOL DISTRICTS****Code: 010355 ARP****CLASS SPECIFICATION****Page : 1 of 1****Non-Competitive****GENERAL STATEMENT OF DUTIES**

Performs secretarial duties for the Library Board; performs related duties as required.

COMPLEXITY OF DUTIES

Under supervision of the Library Board, the duties require the use of judgment in performing complex secretarial tasks.

TYPICAL DUTIES

- * 1. Takes and transcribes dictation of Library Board letters, memoranda, reports, and other material.
- * 2. Types letters, reports, and other Library Board items.
- * 3. Operates a data entry terminal, word processor, and relevant office machines.
- * 4. Receives telephone calls directed to Board members, and answers telephone inquiries.
- * 5. Opens, sorts, and reads incoming Board mail.
- 6. Maintains files of Library Board correspondence, memoranda, and other materials.

TYPICAL ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of English grammar, spelling, and punctuation.
2. Considerable knowledge of office terminology, procedures, and equipment.
3. Ability to take, transcribe, and type dictation at a reasonable rate of speed.
4. Ability to establish and maintain effective working relationships with Board members, associates, and the public.
5. Ability to understand and follow oral and written directions.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school
and

Four years of satisfactory office clerical experience which involved taking and transcribing dictation, including one year in a secretarial or supervisory capacity.

NOTE: 1. Associate's degree in Secretarial Science from a regionally accredited or New York State registered college, university, or business school, may be substituted for two years of the nonsecretarial or nonsupervisory experience.

2. 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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