

Secretary to the Business Administrator Tompkins County

Department: School-Groton Central

Classification: Competitive

Approved: 7/20

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York registered two-year college with an Associate's Degree in Secretarial Science or computer skills; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time) clerical experience, one year of which involved substantial use of computer skills; **OR**
- (c) Six years of full-time paid (or the equivalent part-time) clerical experience, one year of which must have involved substantial use of computer skills; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a clerical position with a variety of office responsibilities including word processing, maintaining files and processing new student records. An employee in this position is responsible for independently performing complex clerical operations; and for relieving the Business Administrator of contacts which may appropriately be made by an assistant. The work is performed under the general direction of the Business Administrator with considerable leeway; and calls for frequent exercise of independent judgment in giving out information regarding District policies and practices. The incumbent is supervised directly by the business administrator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts as a personal and confidential secretary to the Business Administrator;
- Independently composes and processes routine correspondence by applying a knowledge of district regulations and operations;
- Uses computer to type a wide variety of documents including confidential material (speed is not typically a significant factor);
- Keeps various clerical records and producing reports related to district operations;
- Screens telephone calls, correspondence, and personal visitors for the Business Administrator;
- Compiles and produces various monthly and annual statistical reports;
- Maintains general business office files;
- Operates a calculator, copy machine, computer, printer or other office machines;
- Manages general office procedures, and clerical work supervision and assignment in the absence of the business administrator;
- Composes and types routine correspondence where policies and procedures are well defined at the direction of the business administrator;
- Organizes and administers student records;
- Registers students;
- Ensures records are updated with new grades, attendance, etc.;
- Uses software related to records administration;
- Performs clerical tasks, such as printing academic transcripts for students;
- Keeps student information confidential and secure;
- Answers the telephone and handles direct staff, student and parent inquiries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the principles and practices of the District;
- Ability to deal tactfully with the general public;
- Skill in the use of a personal computer and related software;
- Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing;
- Ability to type accurately at an acceptable rate of speed;
- Ability to understand and carry out oral and written directions;
- Ability to get along well with others;
- Ability to write legibly;
- Ability to use software related to records administration;
- Ability to maintain accurate records;
- Clerical aptitude, mental alertness, good judgment, neatness, accuracy, tact, courtesy and integrity are required.
- The employee's physical condition shall be commensurate with the demands of the position.

Created: 7/17/2020

S171