

Secretary to the Superintendent Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Exempt for NYS CSC effective 12/2000

Labor Grade: N/A

Approved: 08/13/1981

Revised: 8/86; 10/88; 11/99; 12/99; 12/00; 7/14; 11/18

By: HH; Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Certificate in Secretarial Science or a closely related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have included interaction with the public and computer skills; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have included interaction with the public and computer skills; **OR**
- (c) Six years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which must have included interaction with the public and computer skills; **OR**
- (d) Any combination of training and experience equal to or greater than specified in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for independently performing complex clerical operations; and for relieving the Superintendent of contacts which may appropriately be made by an assistant. The work is performed under the general direction of the Superintendent with considerable leeway; and calls for frequent exercise of independent judgment in giving out information regarding District policies and practices. Depending upon the location of the position supervision may be exercised over clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts as a personal and confidential secretary to the Superintendent;
- Independently composes and processes routine correspondence by applying a knowledge of district regulations and operations;
- Depending upon the School District, an incumbent may supervise a small clerical staff, keep various clerical records and producing reports related to district operations;
- Screens telephone calls, correspondence, and personal visitors for the Superintendent;
- Compiles and produces various monthly and annual statistical reports;
- Is familiar with office equipment uses, computers and software;
- Maintains a stock level of office supplies;
- Acts as a receptionist, giving out routine information on policy and procedures;
- Prepares, maintains and files various District policy and procedure manuals and related records;
- Prepares correspondence and reports as required.

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 type accurately at an acceptable rate of speed;
- Ability to understand and carry out oral and written directions;

- Ability to plan and supervise the work of others;
- Good judgment, neatness, accuracy, tact, courtesy, and integrity are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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