

SECRETARY TO AN ADMINISTRATOR Tompkins County

Department: Various School Districts
Classification: Competitive
Labor Grade: 0
Approved: 0
Revised: 10/12
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

- a.** Graduation from a regionally accredited or New York registered two-year college with an Associates 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 and/or volunteer) 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 and/or volunteer) clerical experience, one year of which must have involved substantial use of computer skills; **OR**
- d.** Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those 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 managing the office in the absence of an administrator. A wide degree of latitude is exercised in the application of established procedures. Depending on location, the incumbent may supervise other clerical staff and is supervised directly by the administrator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Uses computer, typewriter and dictating tapes to type a wide variety of documents including confidential material;
Sets up and maintains personnel records and payroll information for all staff (speed is not generally a significant factor);
Maintains general school 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 administrator;
Composes and types routine correspondence where policies and procedures are well defined at the direction of the administrator(speed is not generally a significant factor);
Answers the telephone and handles direct staff, student and parent inquiries.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Skill in use of computer software;
Ability to understand and carry out oral and written directions;
May be required to supervise the work of others;
Ability to get along well with others;
Ability to write legibly;
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.

Originally Created 01/2006