

## **SECRETARY (SPECIAL EDUCATION PROGRAM)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the performance of a variety of complex secretarial and routine administrative duties for a Special Education Program within a school district. The incumbent provides routine administrative support to the program director and their staff pertaining to matters of a confidential nature. The work involves frequent contact with the public, school personnel and students. Work is performed under the general supervision of a higher level employee with leeway allowed for independent judgment regarding the application of the school district's operations, policies and procedures. Supervision may be exercised over the work of subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates and organizes meetings for the Special Education Program;

Composes, prepares and mails important and confidential correspondence using various software programs;

Maintains record data for special education students;

Handles files containing highly confidential and sensitive information;

Maintains a schedule of appointments and makes arrangements for meetings as directed;

Assembles a variety of data from office records for incorporation into various reports;

Orders testing and training material as necessary;

Instructs employees in the performance of specialized clerical work;

Performs general office duties such as answering phones, filing, sorting, typing and handling incoming and outgoing mail;

Uses automated office equipment for the purpose of maintaining office records, compiling reports and processing referrals;

May manage special projects as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; ability to acquire a good knowledge of school district policies and procedures where assigned; ability to effectively communicate with students, school officials and parents; ability to maintain confidentiality; ability to use automated office equipment; ability to maintain accurate records; ability to understand and

apply complex written and oral directions; ability to plan and supervise the work of others; clerical aptitude; initiative and resourcefulness; good judgement; courtesy; integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of full-time paid, or its part-time equivalent, clerical work experience; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its part-time equivalent, clerical work experience; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
5811 SEC ED PR  
Classification: Competitive  
OA

Adopted: March 13, 2017