

## **SECRETARY, CENTRAL ADMINISTRATION (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the performance of complex and varied clerical, secretarial and confidential duties in support of the Central Administration office of a BOCES. The incumbent will independently perform administrative support tasks that require a good understanding of the policies and procedures of Central Administration as well as the overall functions of a BOCES. The employee will generate various detailed reports, correspondence, mailings and agendas, as well as track expenses and maintain the office budget. The work is performed under general supervision of the Assistant Superintendent for Administration with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees. 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.

Performs complex and varied clerical, secretarial and confidential duties in support of the Central Administration office;

Generates various detailed reports, correspondence, mailings and agendas;

Assists in reviewing reports and other documents for completeness, accuracy and conformance with established procedures and practices, as requested;

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

Provides information to the public and makes appointments for superiors;

Tracks expenses and maintains office budget;

Sorts, reviews and processes mail;

Orders office supplies and equipment and prepares purchase orders as required;

May schedule agency activities and perform setup for various meetings;

May process various requests and claims.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures, methods and equipment; good knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office management; good knowledge of agency policy, rules and regulations; working knowledge of the principles and practices of account keeping and budget control; ability to readily acquire familiarity with school district functions, laws, policies and regulations; ability to deal effectively with students, faculty, and the public; ability to supervise

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the work of subordinate staff; ability to understand and apply oral and written directions; ability to prepare correspondence and reports; ability to maintain confidentiality; ability to use automated office equipment; initiative and resourcefulness; clerical aptitude; tact; courtesy; integrity.

### **MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with an Associate's or higher level degree in Business Administration, Public Administration, Secretarial Science, English, or a related field, and one (1) year of full-time paid, or its part-time equivalent, clerical/secretarial work experience; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent, clerical/secretarial work experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY

5812 SEC CA BOC

Classification: Competitive

5813 SCBOC HLP

Classification: Non-Competitive

OA

Adopted: December 18, 2020