

SECRETARY TO THE ASSISTANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing a wide variety of complex, confidential administrative support to the Assistant Superintendent of Schools. The incumbent relieves the Assistant Superintendent of administrative details by independently performing routine administrative support tasks that require a good understanding of the policies and procedures of the Board of Education and Central Administration. The employee will have responsibility for reporting to the New York State Department of Education, generating various detailed reports, interacting and communicating with teaching staff, school administrators as well as coordinating activities of a school district and applying district policy. The work is performed under the general supervision of the Assistant Superintendent with considerable leeway allowed for independent judgment. Supervision may be exercised over the work of clerical employees assigned to the department. 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 secretarial and confidential work as assigned by the Assistant Superintendent;

Prepares various reports for the New York State Department of Education;

Prepares various detailed reports as directed by the Assistant Superintendent;

Assists the Assistant Superintendent with the improvement of procedures, practices and the solution of administrative problems;

Conducts correspondence on matters where policies and procedures are defined;

Collects and compiles budget data and generates salary adjustments;

Makes arrangements for the physical facilities, equipment and refreshments for professional development sessions;

Tracks and records data regarding attendance at professional development sessions;

Responds to inquiries from staff, parents, students, public agencies etc;

Prepares job postings for vacancies and processes applications;

Sorts, reviews and processes mail and correspondence for the Assistant Superintendent;

Maintains and updates personnel files;

May process various requests and claims;

May supervise and participate in the maintenance of account keeping records, personnel records, and preparation of payrolls;

May oversee the ordering of supplies and equipment and prepare purchase orders as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures, methods and equipment; thorough knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office and personnel management; good knowledge of the functions of a school district and the interaction between the public and staff; 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 supervise and review the work of subordinate staff; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; ability to communicate effectively with teaching staff, students, parents and public agencies; ability to maintain confidentiality; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact; 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 in Business Administration, Secretarial Science or a related field, and one (1) year of full-time paid, or its part-time equivalent, progressively responsible clerical work experience which involved responsibility for administrative details; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Secretarial Science or a related field, and three (3) years of full-time paid, or its part-time equivalent, work experience as defined in A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience as defined in A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
5861 SEC AST SU
Classification: Competitive
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Adopted: March 13, 2017