

DEPARTMENT: NORTH TONAWANDA CITY SCHOOL DISTRICT
CLASSIFICATION: EXEMPT
APPROVED: 02/21/96

SECRETARY TO SCHOOL SUPERINTENDENT
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing complex secretarial tasks for and in support of the School Superintendent with broad leeway provided for the exercise of independent judgment. Employees in this class relieve the Superintendent of administrative details by independently performing routine administrative tasks which require a good understanding of the policies and procedures of the Board of Education and Central Administration. Supervision may be exercised over the work of clerical subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Takes and transcribes dictation of letter, memoranda, reports and other materials often of complex, confidential or difficult nature;
2. Transcribes material from a Dictaphone;
3. Takes and transcribes minutes of the Board of Education and various committees;
4. Schedules appointments for the School Superintendent and refers visitors to his/her office or to subordinate officials;
5. Assists in the preparation of reports by assembling data, contacting officials for information and arranging such information in a logical fashion;
6. Maintains office files and variety of office records;
7. Opens mail, answers routine correspondence independently, refers more difficult requests to the Superintendent;
8. Reads and summarizes reports to facilitate review by the Superintendent;
9. May assign work to, and supervise, subordinate clerical employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; good knowledge of business arithmetic; ability to take and transcribe dictation at an acceptable rate of speed; ability to use a Dictaphone; ability to type complex tabular material; ability to understand and carry out complex oral and written directions; ability to independently compose correspondence; tact and courtesy; initiative and resourcefulness in the solution of complex clerical problems; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority at the time of appointment.