

## **SCHOOL SECRETARY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves a variety of moderately difficult clerical assignments and administrative duties important to the efficient operation of the school district. The position involves a full range of skills in the operation of a computer to maximize equipment capability in compiling and producing correspondence, records, reports, files, etc. Work involves close working relationships with principals, assistant principals, parents, children and outside agencies. Work is performed under general supervision with wide latitude for independent judgment. Direct supervision may be exercised over one or more subordinate clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

May perform executive secretary duties for the Principal or Assistant Principal;  
Utilizes computer programs and web-based applications such as word processing spreadsheets, calendar, email and database software to perform work assignments such as tracking student data;  
Utilizes a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or data;  
Answers telephones and responds to requested information and/or refers inquiries to the appropriate party;  
Independently prepares routine school correspondence;  
Implements proscribed standard office procedures and methods and instructs staff in their application;  
Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the school's programs;  
May supervises clerical staff in handling records, filing and other clerical duties  
Maintains student's records;  
Supervises the preparation of information releases;  
Under general supervision, purchases equipment and supplies;  
Performs a variety of related duties in carrying out the work of the office;  
May act as receptionist.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of secretarial practices; good knowledge of the capabilities of computer systems/equipment to produce various formats/documents; good knowledge of English grammar and composition, ability to utilize computers and related technology efficiently, ability to understand and carry out complex interpret written material; ability to handle administrative details independently; ability to establish and maintain effective working relationships with professional and clerical personnel including peers, administrators, students and parents; good judgment, initiative and resourcefulness; tact and courtesy; neat appearance.

### **ACCEPTABLE TRAINING AND EXPERIENCE:**

Graduation from high school or possession of a high school equivalency diploma and,

- 1) Graduation from a regionally accredited or New York State registered college, university or business school with an Associate Degree in Secretarial Science, or
- 2) Two (2) years of full time paid clerical experience, or its part time equivalent, which must have included typing and use of personal computer and common applications as a major function of the job, or
- 3) An equivalent combination of training and experience as defined by the limits of (A) and (B). Substitution of experience for education will be made on a year for year basis.

**Warren County Civil Service**  
**Adopted; 10/16/89**  
**Amended, 3/13/92, 5/5/15**  
**JC: Competitive**