

SECRETARY TO THE DISTRICT SUPERINTENDENT

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: The work of an employee in this position is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving the District Superintendent of administrative details by arranging his conferences for him and relieving him of contacts which should properly be made with subordinate officials. The work calls for the frequent exercise of independent judgement in giving out information regarding policies and practices and in planning the routine of an office. The correspondence duties of this position are distinguished by the fact that most letters and releases of a routine, recurring nature may be composed personally with correspondence being dictated only when new problems arise. An employee in this position works under general supervision, receiving detailed instructions only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. An employee in this position may exercise immediate supervision over the work of clerical assistants. General supervision is received from the District Superintendent. The Secretary to the District Superintendent does related work as required.

TYPICAL WORK ACTIVITIES:

- Relieves superior and of office detail by making appointments for him, receiving calls and callers and referring them to the proper persons, answering requests for administrative information and preparing office reports;
- Prepares purchase orders for equipment and supplies;
- Files various daily, weekly, or annual reports;
- Maintains confidential and regular correspondence files;
- Reads and summarizes reports to facilitate review by and to conserve the time of a superior;
- Reports and transcribes important or confidential dictation;
- Handles correspondence independently unless it involves administrative judgement, in which case, it is composed for official signature;
- Independently carries out a variety of assignments in areas such as personnel, special accounts, insurance, etc.;
- May take minutes of and prepare agenda for regular and special board or committee meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of general office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies, and regulations of the agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda without dictation; ability to take and transcribe dictation at a high rate of speed; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of complex clerical problems; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience.*

**NOTE:* Graduation from a regionally accredited or New York State registered college or institute with a degree or diploma in secretarial sciences or business administration may be substituted for experience on a year for year basis, not to exceed two years (30 credit hours = 1 year of experience).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/8/87