

SCHOOL SECRETARY III

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position involving the accurate performance of difficult keyboarding and clerical duties for a high-level school official. Considerable contact with the public, school personnel and students is involved. The position involves frequent contact with the head of the division wherein located, and the incumbent exercises considerable administrative discretion in interpreting the policies and directions of their superior, in representing him or her in contacts with the public, with other divisions, and in determining to what extent their superior may be relieved of administrative detail. The position requires the exercise of independent judgment in relieving the superior of routine administrative details and in the application of prescribed methods and procedures. This class differs from School Secretary II by virtue of more complex duties and independent judgment in carrying out administrative details and from Administrative School Secretary in that degree of responsibility and confidentiality exercised are, while significant, somewhat less. Work is performed under the general supervision of a high-level school official. Supervision is exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Relieves administrators of details, which do not require their personal attention, using discretion, tact and a thorough knowledge of school procedures and policies;
2. Acts as a resource for other staff, the public, and students in the area of department or division specialization; makes decisions on non-routine questions;
3. Collects, researches and summarizes information from various sources and compiles for action by professional staff;
4. Receives and screens telephone calls from administrators, faculty and the public;
5. May arrange for various awards ceremonies, receptions, and other special events including reservations, publicity, and scheduling of speakers, etc.
6. Maintains budget accounts; may prepare department or building budget;
7. Composes and operates a keyboard in the preparation of routine correspondence;
8. Maintains office files and a variety of office records;
9. Maintains office supplies;
10. Greets and assists the public, school personnel and students;
11. Uses electronic data processing equipment in the storage and retrieval of information;
12. Operates office machinery;
13. Arranges conferences, workshops, and travel;
14. Directs and trains clerical personnel.

SCHOOL SECRETARY III (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of software packages for word processing, spreadsheets, and database management to produce a variety of reports and documents;

Knowledge of composition, grammar, spelling, punctuation and required formats sufficient to develop correspondence and to recognize and correct such errors in correspondence, reports, and records;

Knowledge of office practices necessary to obtain a full range of office support services such as printing, maintenance and supply services efficiently and cost-effectively;

Knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to speak knowledgeably and with authority about department or division functions and to advise staff on how to address situations that occur;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;

Ability to train employees in district and departmental procedures and guidelines;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year of full-time general office work experience which involved public contact and keyboarding;
- OR: (B) Three (3) years of full-time general work experience which involved public contact and keyboarding;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in typing or skilled keyboarding work experience.

CL5424

ADOPTED: 10/13/88

REVISED: 01/31/91 01/25/95 04/01/03 03/04/08