

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: EXECUTIVE SECRETARY (SCHOOL)

TITLE #: 1273

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a wide variety of complex and important secretarial duties. Work is performed under the general supervision of an Administrator and includes the performance of all clerical operations involving any or all of the following: Personnel, Civil Service administration, curriculum development and budgeting. Routine duties are planned and carried out in accordance with established policies and practices while problems or situations involving administrative decisions are referred to the supervisor for action. This work requires the exercise of independent judgement, initiative and confidentiality in the performance of clerical duties designed to relieve the supervisor from administrative details. Supervision may be exercised over the work of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes important and confidential dictation including correspondence, memos, bulletins, etc.;

Acts as receptionist, screens calls, receives visitors, handles routine problems and unscheduled visitors;

Composes and types, on keyboard or typewriter, replies to letters requesting routine information;

Processes and prepares a variety of routine and specialized reports, correspondence, surveys and forms to NYS Education Department;

Compiles or researches data and prepares reports;

Opens and screens mail and composes letters in response to requests for routine information, keeping supervisor informed of all action taken;

Maintains and directs the maintenance of files and correspondence, both general and confidential including personnel records, negotiation data, contracts, budgets, etc.;

Prepares announcements for bids, bid packets and transportation contracts between private carriers and the school district;

Canvasses prospective candidates for vacant positions, monitors responses, composes letters requesting additional information, arranges interviews, notifies candidates of decisions;

Maintains inventory of standard forms and supplies;

Performs a variety of clerical tasks to relieve supervisor of office and administrative detail;

Uses computer applications such as spreadsheets, word processing, calendar and e-mail in performing work activities;

May supervise lower level clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern office practices, general business terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to readily acquire familiarity with the laws, regulations, policies, practices, functions and personnel of the school district to which assigned; ability to demonstrate keyboard proficiency; ability to make decisions in accordance with established policies and regulations; ability to compose and present written and oral comments clearly and concisely; ability to formulate and initiate correspondence; ability to handle administrative details independently; computer skill involving standard word processing software; good judgement; accuracy; initiative; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of 60 credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of experience in clerical work involving stenography, keyboarding and supervision of subordinates; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

NOTE: Keyboarding proficiency will be evaluated during the probation period.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 10/18/16 hm