

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

CLASS TITLE: EXECUTIVE SECRETARY TO
ASSISTANT SUPERINTENDENT AT BOCES

TITLE #: 1275

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing complex clerical operations requiring a high degree of discretion and judgement. Services are performed to relieve the Assistant Superintendent from administrative details and unnecessary contacts with subordinates and visitors. Responsibilities include planning and implementing the clerical routine for the office. Work is performed under general supervision and requires the exercise of considerable initiative and confidentiality in the performance of administrative and clerical responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Screens incoming mail to determine urgency of reply; responds to routine inquiries; collects relevant material and attaches it to correspondence; informs supervisor of actions which transpired prior to current correspondence;

Canvasses prospective candidates for vacant positions; monitors their responses; composes letters requesting additional information from applicant to assist in the evaluation process; arranges interviews; writes candidates advising them of the decision made;

Handles, maintains and files confidential materials - personnel records, teacher/administration contracts and negotiation data, budget and payroll information;

Receives all visitors to the Assistant Superintendent's office, handles routine problems, and determines disposition of unscheduled visitors;

Screens all incoming calls to supervisor and answers those pertaining to interviews for and information about available positions;

Takes dictation and transcribes correspondence; memorandum, directives, reports and other documents as dictated by the supervisor;

Researches, assembles back-up data and arranges material in various formats on graphic display media for presentation to groups by the Assistant Superintendent;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general business terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to handle administrative details independently, including the composition of letters and memorandum; **ability to demonstrate keyboard and stenography proficiency**; ability to make work decisions in accordance with established policies; ability to evaluate people and situations and adopt an effective course of action; accuracy; resourcefulness; initiative; tact; neat personal appearance; physical condition commensurate with the demands of the position.

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EXECUTIVE SECRETARY TO ASSISTANT SUPERINTENDENT AT BOCES

#1275

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours at a regionally accredited or New York State **registered** college or university and three (3) years of experience involving stenography, one year of which must have involved public contact; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving stenography, two (2) years of which must have involved public contact; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: **Keyboarding and stenography proficiency will be evaluated during the probation period**

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: Unknown

REVISED: 1/7/74

REVISED: 12/14/93

REVISED: 3/22/96

REVISED: 3/3/04 ms