

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

CLASS TITLE: EXECUTIVE SECRETARY TO
ASSISTANT SUPERINTENDENT

TITLE #: 1277

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 clerical functions specific to the mission of the department. 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. Supervision may be exercised over the work of subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

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

Types minutes, reports, personnel evaluations, grant applications, etc.;

Composes and types letters requesting routine information and attends to other correspondence independently or with brief direction;

Develops and maintains extensive and confidential filing systems including, but not limited to, personnel records, contract and negotiation data, budget and payroll information;

Schedules the use of school facilities;

Researches and compiles data and prepares reports;

Prepares materials such as overhead transparencies, charts and graphs and slides for presentations;

Acts as a receptionist for the Assistant Superintendent, screening calls, receiving visitors and scheduling appointments;

Opens and screens mails and responds to routine inquiries;

WHEN ASSIGNED TO THE ASSISTANT SUPERINTENDENT FOR CURRICULUM AND PERSONNEL:

Arranges the scheduling and registration for continuing education and summer enrichment programs;

Arranges for all conference travel and seminar meetings;

Assists in the preparation of collective negotiations, the administration of agreements and in personnel administration;

Notifies radio and television stations regarding school closings, delayed openings and early dismissals due to inclement weather and other emergencies;

Places employment advertisements, legal notices and announcements in newspapers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern office practices, general personnel terminology and procedures; good knowledge of laws, regulations, policies, practices and functions relating to school personnel offices; **ability to demonstrate keyboard proficiency**; ability to make decisions in accordance with established policies and regulations; ability to communicate both orally and in writing; ability to formulate and initiate correspondence; ability to handle administrative details independently; computer literacy; good judgement; accuracy; initiative; thoroughness; dependability; resourcefulness; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credits at a regionally accredited or **New York State registered** college or University and two (2) years of clerical experience involving public contact; 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

ADOPTED: 3/21/94

REVISED: 3/3/04 ms