

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

**CLASS TITLE:** SENIOR SCHOOL SECRETARY

**TITLE #:** 1601

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performance of full secretarial tasks and varied relevant administrative functions for an administrator in a large school district. Employees in this class handle work of a confidential and responsible nature and may supervise subordinate clerical staff. This class differs from that of School Secretary in that it requires a greater degree of independent judgement and a more detailed knowledge of departmental procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

Prepares important and confidential material from dictated or written copy;

Reads incoming mail and distributes to appropriate person or organizational unit;

Maintains correspondence and operating file for department;

Receives and handles inquiries, complaints and requests concerning department activities either in person or via telephone;

Schedules appointments and meetings and takes notes of meetings and prepares minutes;

Compiles or researches data and prepares reports;

Supervises and participates in administrative functions such as departmental budget preparation and control, and the requisitioning and control of office supplies;

Participates in the financial accounting operations of the department;

Relays directives to subordinate personnel and follows up on their completion in accordance with delegated responsibility;

Composes correspondence independently as delegated, or from brief direction;

Performs a variety of complex clerical tasks;

May supervise subordinate clerical staff;

May participate in preparing department payrolls involving verifications and computations.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern office practices, procedures and equipment; good knowledge of business math and English; good knowledge of elementary principles and practices of accounting and bookkeeping; good knowledge of office record keeping techniques; ability to understand and follow complex oral and written instructions; ability to demonstrate keyboard proficiency; ability to interact with students, parents and staff; ability to communicate clearly and concisely, both orally and in writing; ability to formulate and initiate administrative plans and procedures and to direct their application; ability to plan and supervise the work of others; computer skill involving standard word processing and spreadsheets; tact and courtesy; initiative; good judgement; 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 secretarial or clerical experience which shall have included keyboarding and spreadsheet software; 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 probationary period.

**JURISDICTIONAL CLASS:** Competitive

REVISED: 05/19/17 hm