

Civil Division: Madison-Oneida BOCES; Oneida-Herkimer BOCES;
Adirondack CSD; Clinton CSD; Holland Patent CSD
Jurisdictional Class: Exempt
EEO Category: Administrative Support
Revised: 09/24/09

CONFIDENTIAL SECRETARY TO THE DISTRICT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform highly difficult, complex and responsible office work for the District Superintendent. The work of employees in this class is distinguished by the level of responsibility involved for independently performing complex clerical operations and for relieving the Superintendent of various administrative details. This position involves independent judgment regarding policies and practices and in planning office activities. Employees receive detailed instructions only for work where policies have not been determined. The duties involve public contact and work of a confidential nature. The work is performed using both micro-computers and typewriters. The incumbent serves at the pleasure of the Superintendent, because of the exempt classification of this position. Work is performed under general direction of the Superintendent. Supervision is exercised over subordinate clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as confidential secretary to the Superintendent;
Facilitates and coordinates the activities of the Office of the Superintendent;
Prepares data and layouts for brochures, reports, calendars, newsletters and other publications;
Types letters, news releases, speeches, and other correspondence and reports dealing with defined administrative activities;
Has access to sensitive reports, documents and correspondence;
Works independently with all administrators and building principals;
Takes dictation, transcribes and types correspondence, reports and other written materials for the Superintendent and the Board of Education;
Opens, reads, sorts and distributes mail to the Superintendent;
Reroutes material at the direction of the Superintendent;
Maintains pending file of routed material requiring response;
Receives visitors and answers phones, responding to inquiries and referring to appropriate department;
Maintains calendar of Superintendent, including meetings and appointments;
Arranges travel, hotel accommodations, registration fees and conference arrangements for the Superintendent and Board of Education;
Files and makes copies of material, including those of a highly confidential nature, such as negotiations and grievance material, legal briefs, and similar documents;
Deals directly with the Superintendent in all matters dealing with the collective bargaining units in the District;
Oversees collection of information and records data, as directed by the Superintendent;
Schedules meetings and oversees duplication and distribution of all Board of Education agendas and administrative meeting agendas;
Maintains confidential personnel records for teaching and administrative staff;
Coordinates and records minutes of Superintendent's Hearings and other legal hearings;
Operates micro-computer, typewriter, copier and other office machines.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, practices and equipment; thorough knowledge of the rules, regulations, procedures and policies of the Superintendent's office; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to plan, assign and supervise the work of clerical assistants; ability to establish and maintain good working relationships with others; ability to deal effectively and courteously with the public; ability to type accurately at an acceptable rate of speed; ability to take and transcribe dictation; clerical aptitude; tact and courtesy; accuracy; confidentiality; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative secretarial experience and other such qualifications, as the Superintendent may determine appropriate.

Adopted: 11/21/97
Revised: 09/24/09