



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Confidential Secretary to CSE Chair**
Jurisdictional Class: Competitive
Civil Division: Southern Cayuga Central School
Adoption: CSM 02-10-16
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing complex clerical operations and administrative support tasks for the Chair of the Committee of Special Education. Work is performed in accordance with general instructions received from the CSE Chair and/or an administrative superior, with considerable leeway permitted for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings, or data from various source material;
Composes and prepares correspondence for the Chair of Special Education where the policies and procedures are well defined;
Designs and sets up confidential student and personnel files containing confidential records;
Schedules conferences and CSE meetings for the CSE Chair;
Processes confidential free and reduced lunch application materials;
Notifies parents and cafeteria managers of outcome from school lunch application;
Attends CSE meetings and documents minutes accurately, that may be used for legal purpose, finalizes documents and files as appropriate;
Utilizes computer systems (IEP direct/504, Medicaid Direct & Student Information System);
Processes confidential employee personnel records;
Maintains and updates database/spreadsheet records on computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Ability to deal tactfully with government officials and the general public;
Ability to be highly confidential;
Proficient use of multiple devices and technology (including computer software, word processing, spreadsheets, power point, publisher, adobe, photocopier, etc.)
Ability to understand and carry out complex oral and written directions;
Ability to handle routine administrative details independently;
Good organizational skills;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited college or one accredited by the NYS Board of Regents to grant Associates Degree in Secretarial Science; OR
- (B) Graduation from high school or possession of a general equivalency diploma and 2 years of clerical experience; OR
- (C) Any equivalent combination of training and experience as stated in (A) and (B) above.