



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

**JOB SPECIFICATION**

Civil Service Title: **Secretary to District Superintendent**  
Jurisdictional Class: Exempt  
Civil Division: Cato-Meridian Central School, Port Byron Central School, Union Springs  
Central School, Weedsport Central School, Cayuga-Onondaga BOCES  
Adoption: CSM 6/14/06  
Revised: CSM 4/11/07, 9/10/08, 3/9/16

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing clerical and administrative secretarial work of a responsible and confidential nature for a Superintendent of Schools. An employee in this class is responsible for the performance of difficult and complex clerical tasks to relieve a department head of normal administrative detail. Work is performed in accordance with general instructions received from an administrative superior, with considerable leeway permitted for the exercise of independent judgment. General supervision may be exercised over the work of clerical subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Acts as a personal and confidential secretary to a Superintendent of Schools or BOCES;  
Independently composes and types routine correspondence, applying a knowledge of departmental regulations and operations;  
May supervise a staff of clerical employees engaged in performing routine duties, keeping various clerical records and typing reports related to departmental operations;  
May take and transcribe dictation of letters, articles, memoranda and other materials;  
Screens telephone calls, correspondence and personal callers of the Superintendent, department or division head;  
Coordinates and arranges appointment schedules and travel reservations for an administrative official;  
Coordinates and schedules luncheons, special meetings and events for administrative official;  
Compiles and types various monthly and annual statistical reports including but not limited to requisitions, vendor lists, billing, etc.;  
Operates personal computer with word processing, office software, calculating and other office machines;  
Prepares information for Board of Education;  
Fulfills requisitions and maintains a stock level of office supplies and keeps related records;  
Maintains the departmental budget and accounts;  
Acts as a liaison for the department head with the general public;  
Serves as a receptionist, giving out routine information on policy and procedure;  
Assists as directed and performs as assigned, additional duties and/or tasks delegated by the Superintendent or other designated administrative superior.

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

Prepares, maintains, and files various department policy and procedure manuals and related records;  
Prepares correspondence and reports as required;  
Thorough knowledge of office terminology, procedures and equipment;  
Good knowledge of business arithmetic and English;  
Good knowledge of the principles of office management and supervision;  
Ability to deal tactfully with government officials and the general public;  
Ability to take and transcribe dictation at a satisfactory rate of speed;  
Ability to type accurately at a satisfactory rate of speed;  
Ability to supervise the work of others;  
Ability to understand and carry out complex oral and written directions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school.

(Weedsport School – Approved by NYSCSC 12/11/06)  
(Cayuga-Onondaga BOCES – Approved by NYSCSC 10/21/09)  
(Cato-Meridian Central School – Approved by NYSCSC 9/21/11)  
(Port Byron Central School—Approved by NYSCSC 8/14/15)  
(Union Springs Central School – Approved by NYSCSC 7/13/16)