



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Secretary to the Assistant Superintendent
Jurisdictional Class: Competitive
Civil Division: Union Springs School District
Adoption: CSM 3/16/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing clerical and administrative secretarial work of a responsible and confidential nature for an Assistant 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 the Assistant Superintendent of Schools, relieving administrator of duties that do not require their personal attention;
Independently composes and types routine correspondence and prepares reports, applying a knowledge of departmental regulations and operations;
May supervise clerical employees engaged in performing routine duties, keeping various clerical records and typing reports related to department operations;
Maintains files of both general and confidential information pertinent to the activities of the office;
May take and transcribe dictation of letters, articles, memoranda and other materials;
Prepares, maintains and files various department policy and procedure manuals and related records;
Tracks and records scheduled tasks related to facilities and financial operations of the District;
Opens, sorts and reads incoming mail and e-mail and prepares replies to routine correspondence;
Screens telephone calls, correspondence and personal callers of the Assistant Superintendent;
Operates personal computer with word processing, office software, calculating and other office machines;
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Assists as directed and performs as assigned, additional duties and/or tasks delegated by the Assistant 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;
Tracks and records scheduled tasks related to facilities and financial operations of the district;
Prepares correspondence and reports as required;
Thorough knowledge of office terminology, procedures, and equipment;
Ability to take and transcribe dictation at a satisfactory rate of speed;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
(continued)

Good knowledge of financial reporting;
Ability to deal tactfully with government officials, school officials and the general public;
Ability to supervise the work of others;
Ability to compose routine letters and memoranda;
Ability to understand and carry out complex oral and written directions;
Clerical aptitude, good judgment, neatness, accuracy, courtesy and integrity are required;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

Graduation from High School