

## **CONFIDENTIAL SECRETARY TO DISTRICT SUPERINTENDENT OF SCHOOLS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult work of a secretarial nature involving a number of administrative duties. The work is performed under general supervision of the District Superintendent in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. Supervision is exercised over other employees, as required. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Handles all confidential correspondence for the District Superintendent;  
Makes significant decisions regarding the routing of a large volume of correspondence from local, state, and federal governmental agencies and departments;  
Performs all secretarial work involving negotiations, third level grievances, arbitrations, and meetings with the various employee groups with which the Superintendent is involved;  
Prepares correspondence for official signature;  
Keeps the calendar and schedules appointments for the District Superintendent;  
Receives, analyzes and prepares replies to correspondence with the community, district employees, administrators in other school districts, and the State Education Department;  
Maintains a variety of personnel, budget and other files, i.e., relating to merit pay, evaluation of staff, budget proposals to Board of Education, etc.;  
Conducts special studies, surveys and research as assigned by the District Superintendent, i.e., salary schedule studies, negotiations related studies, educational research studies, surveys for State Education Department required of the District Superintendent;  
Compiles comparative salary data regarding salaries for administrative and other positions not included in negotiating units used by the District Superintendent in making salary recommendations to the Board;  
Prepares letters for District Superintendent or Board President's signature announcing program and budget meetings for component administrators and board members;  
Drafts agendas and compiles agenda materials for board meetings for District Superintendent and Board Members;  
Takes minutes of meetings, i.e., cabinet, liaison and other, as required;  
Assists in the preparation of reports and statistical information;  
Prepares, types, edits and reviews District Superintendent's releases for press, radio stations and Board Briefs;  
Receives, records and refers, or resolves, constituency complaints;  
Takes stenography and types as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of supervisory techniques and administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others; ability to use computer applications and database software.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

R.C.D.P. (03.12.1986) 05.13.2015  
Exempt