

CONFIDENTIAL SECRETARY TO 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 Superintendent of Schools in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Handles all confidential correspondence for the Superintendent of Schools;
Makes significant decisions regarding the routing of a large volume of correspondence from local, state and federal agencies and departments;
Performs all secretarial work involving negotiations, third level grievances, arbitrations and meetings with various employee groups with which the Superintendent is involved;
Prepares correspondence for official signature;
Keeps the calendar and schedules appointments for the Superintendent;
Receives, analyzes and replies to correspondence with the community, district employees and administrators in other school districts;
Maintains a variety of personnel, budget and other files (i.e. relating to merit pay, evaluation of staff, proposals to the Board of Education, etc.);
Conducts special studies, surveys and research as assigned by the Superintendent (i.e. salary studies, negotiations, educational research, etc.);
Takes minutes of various staff meetings, as required;
Assists in the preparation of budgets, reports and statistical information;
Prepares, types, edits and reviews news releases for the press, radio stations, etc.;
Receives, records and 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; familiarity and understanding of computer technology and knowledge of district mainframe, software and word processing.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.

R.C.D.P. (05.05.1997) 10.08.2015 - Job specification may be subject to further revision
Exempt