

SECRETARY TO DISTRICT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing complex clerical, secretarial and administrative support functions to relieve a district superintendent of administrative detail. The incumbent works in a very confidential relationship with the superintendent in a position requiring a high degree of accuracy, performance skill and tact. Work is performed under the administrative direction of the executive with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision may be exercised over subordinate clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a personal and confidential secretary to the District Superintendent;

Independently composes and types routine correspondences by applying a knowledge of District regulations and operations;

May supervise a small number of clerical and stenographic employees engaged in performing routine duties, keeping various clerical records and typing reports related to District operations;

Takes and transcribes oral dictation of letters, articles, memoranda and other materials;

Screens telephone calls, correspondence and personal callers of the superintendent;

Coordinates and arranges appointment schedules and reservations for the superintendent;

Compiles and types various monthly and annual statistical reports;

Operates word processing, duplicating computing, calculating and other office machines/computers;

Requisitions and maintains a stock of level of office supplies and keeps related records;

Acts as liaison for the superintendent with the general public;

Acts as a receptionist, giving out routine information on policy and procedure;

Prepares, maintains, and files various department policy and procedures and related records;

Prepares correspondence and reports as required;

May act as stenographer at board meetings;

Provides coverage administration office (phones, receptionist, etc.) as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business arithmetic and English;

Thorough knowledge of the principles of office management and supervision;

Ability to deal tactfully with school officials and the general public;

Ability to take and transcribe oral dictation at a rate of 90 wpm;

Ability to type accurately at a satisfactory rate of 40 wpm;

Ability to understand and carry out complex oral and written directions;

Ability to plan and supervise the work of others;

Ability to function as team member in office setting.

MINIMUM QUALIFICATIONS: There are no qualifications for this position. Because the position is the exempt class of Civil Service, the appointing authority may make a personal appointment to the position.