

**SECRETARY TO THE SUPERINTENDENT**

**DEFINITION**

Has overall responsibility for the secretarial and clerical functions of the Superintendent's office; under general direction, coordinates and directs the clerical business of the Superintendent's office and acts as its confidential secretary; performs related duties as required or assigned by the Superintendent.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class characterized by the responsibility to provide general administrative support to the Superintendent through the direction and management of clerical business. The position independently performs complex and confidential assignments to accomplish its purpose.

**OCCUPATIONAL GROUP**

Classified (Confidential)

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Acts as confidential secretary to the Superintendent of Schools; takes dictation; composes correspondence as directed; receives telephone calls; arranges and coordinates appointments, conferences, and meetings; receives, sorts, routes and responds to correspondence. **(E)**
2. Records, organizes, types, and distributes minutes of necessary meetings. **(E)**
3. Attends night meetings as necessary, including Board of Education meetings. **(E)**
4. Attends to administrative details on special matters assigned by the Superintendent. **(E)**
5. Assumes responsibility of Administrative Secretary, Board of Education, in his/her absence. **(E)**
6. Prepares agenda items for Board of Education.
7. Performs other related duties as assigned.

**(E)** = Essential Functions

**MINIMUM REQUIREMENTS**

**Knowledge of:**

- Practices, procedures, and equipment involved in the operation of an administrative office;
- Office management and business correspondence procedures, including telephone techniques, filing systems, letter and report writing and proofreading;
- Correct English usage, spelling, grammar, punctuation and mathematics;
- District policies, operations, and organization, rules, regulations, and laws governing the District;
- Techniques of report writing.

**Ability to:**

- Comprehend and apply School District's rules, regulations, and policies;
- Compose correspondence independently;
- Take dictation at 90 WPM and transcribe it accurately desirable;
- Type at a speed of not less than 65 WPM from clear copy;
- Take and transcribe meeting minutes;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness;
- Operate personal computer using various word processing, spreadsheet, and database software;
- Maintain a working knowledge and application skills in the newest technological programs and hardware;
- Prepare and maintain accurate and complete records and reports;
- Operate a variety of office machines;
- Understand and carry out oral and written instructions;
- Work long hours to complete tasks or upon short notice during crisis;
- Perform complex or varied tasks;
- Establish and maintain effective working relationships with others.

**EXPERIENCE**

Three years of responsible executive level secretarial work, including contact with the public. At least one year experience in a school district highly desirable.

**EDUCATION**

Education equivalent to the completion of the twelfth grade, including or supplemented by courses in typing and office practices and procedures; advanced course work in the areas of secretarial science or business administration desirable.

**WORKING CONDITIONS**

- Complex office environment;
- Subject to frequent interruptions and continual deadlines.

**PHYSICAL ABILITIES**

- Dexterity of hands and fingers to operate standard office equipment;
- Bending at the waist and reaching to retrieve files;
- Hearing and speaking to exchange information in person and on the telephone, seeing to read and transcribe correspondence, sitting for extended periods of time.

Approved:

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