

SECRETARY AND ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of administrative and clerical work involving discretion and judgment in important and confidential matters. Incumbent provides services of an executive secretarial and office management nature and assists in some aspects of the general administration and operation of a satellite school facility. Work is performed under general supervision of the school principle with wide leeway for the use of independent judgment. Supervision is exercised over several non-instructional personnel in one or more functional areas.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Serves as an assistant to the principle in his/her absence in activities related to all functions of a satellite school;

Supervises the daily personnel, budgeting, accounting, and purchasing transactions of a satellite school;

Receives and handle inquiries, complaints, and requests concerning school activities;

Serves in a coordinative and liaison capacity in administrative matters;

Prepares or assists in preparing the satellite school budget, payrolls, and other reports and records;

Assists principal in matters of general operational details, i.e., conducting fire drills, scheduling of part-time or substitute personnel, arrangement or special programs;

Maintains control over inventory distribution;

Makes a daily appraisal and report of building and staff needs;

Directly plans and supervises the work of the office staff of a satellite school and indirectly directs

SECRETARY AND ADMINISTRATIVE ASSISTANT**Page 2**

other functional areas;

Takes and transcribes dictation;

Opens and screens mail, and answers it independently or routes it with background material as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern office practices, procedures and equipment; good knowledge of the functions, procedures, organization and governing regulations of the school; good knowledge of business arithmetic and English; knowledge of modern principles and practices of public and business administration; ability to plan and supervise the work of others; ability to take and transcribe dictation; ability to present ideas clearly and concisely both orally and in writing; ability to formulate and initiate administrative plans and procedures and to direct their application. Integrity and resourcefulness in handling administrative problems; tact and courtesy; good judgment; thoroughness; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree and two (2) years of experience in positions which involved administrative duties, at least one (1) year of which include typing and stenography duties; or
- (B) Six (6) years of experience as described in (A) above, at least one (1) year of which including typing and stenography duties; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Administrative duties would include duties which were directly involved with the

SECRETARY AND ADMINISTRATIVE ASSISTANT**Page 3**

management of direction of governmental or institutional affairs, including such things as planning, organizing, supervision, staffing, directing, coordinating, reporting and budgeting. Qualifying experience must demonstrate a general exposure to administrative duties as defined above rather than experience in any one of these areas.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Secretary and Administrative Assistant.doc
Last Reviewed: September 1, 1980
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/8/04
Revised and Replaced in Classplan: 3/8/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)