

## **CONFIDENTIAL SECRETARY TO SCHOOL SUPERINTENDENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is difficult work of a secretarial nature involving a number of administrative duties. Work is performed under general supervision of the Superintendent of Schools in accordance with specific policies and objectives, requiring the exercise of considerable independent judgment. Supervision may be exercised over a small number of employees. Performs related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Handles all confidential correspondence for the Superintendent of Schools;  
Makes decisions regarding the routing 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 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, budget proposals to Board of Education, etc.;  
Conducts special studies, surveys and research as assigned by the Superintendent of Schools, i.e., salary schedule studies, negotiations related studies, educational research studies, etc.;  
Takes minutes of staff meetings, i.e., cabinet, liaison and other;  
Assists in the preparation of budgets, reports and statistical information;  
Prepares, types, edits and reviews releases for the media;  
Receives, records and resolves constituency complaints;  
Takes stenography, transcribes dictation, and types as necessary;  
Performs a variety of related activities as required.

### **FULL PERFORMANCE KNOWLEDGES, 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 establish and maintain effective working relationships;  
Familiarity and understanding of personal computers and commonly used software applications;  
Integrity;  
Tact.

### **MINIMUM QUALIFICATIONS:**

Qualifications determined by the appointing authority.

Jurisdiction Class:	Exempt
Civil Division:	School
Adoption:	10/20/1997
Revised:	04/28/2016

