

GENESEE COUNTY

CONFIDENTIAL SECRETARY-SCHOOLS (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for performing complex secretarial tasks for an Administrative Head of a School District. The work involves responsible secretarial tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a superior with considerable leeway for independent decisions in carrying out assignments. The position calls for the exercise of extraordinary discretion on the part of the employee, because of the sensitivity of the information with which the Secretary is working. Supervisory responsibilities may be delegated or assigned this employee.

TYPICAL WORK ACTIVITIES:

Acts as personal secretary to an Administrative Head of an educational agency;
Acts as a liaison between agency officials and public and non-public officials covering specialized or designated programs;
Functions in a secretarial capacity for setting up meeting dates, appointments, and confidential personnel matters;
Performs the confidential aspects of the Administrator's work including maintaining and processing personnel data;
Maintains confidential files related to disadvantaged students, on-going law suits and claims against the District;
Answers correspondence of confidential nature regarding the District's legal matters, labor negotiations and student information;
Reviews confidential student data related to qualifications to participate in disadvantaged programming;
Does research related to the Collective Bargaining process;
Prepares, assembles, and distributes to members of contract negotiating teams minutes, agenda, proposals and counter proposals, position and tactical reports, reference and research material;
Contacts specified sources for information relating to issues at hand in negotiations;
Complete budget analysis with information presented by the Administrative Head and assists in computing budget information;
Maintains confidential personnel records and updates confidential files of current employees;
May assist in the development of competitive bid specifications and quotes.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONTINUED.....

CONFIDENTIAL SECRETARY-SCHOOLS (HELP Program)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of secretarial practices; good knowledge of office practices and procedures; high degree of personal integrity, with corresponding ability to maintain confidences; working knowledge of Collective Bargaining processes; ability to type with a high degree of accuracy; ability to carry out complex instructions; good communication skills, both written and verbal; neatness mental alertness; ability to get along well with others.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of an Associate's degree in Secretarial Science or a related field, and Four (4) years of full-time paid clerical experience, which shall have involved typing;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and six years (6) of full time paid clerical experience, which shall have involved typing;

OR:

- C. Any equivalent combination of training and experience as indicated in A or B above, indicating ability to perform the duties of the position.

Non-competitive Class

Adopted 5/21/25

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.