

## **SECRETARY TO THE SUPERINTENDENT**

The Secretary to the Superintendent of Schools functions as the private/confidential Secretary to the Superintendent as well as acting as Clerk of the Board (BOCES). The Secretary takes and transcribes dictation, composes routine letters, receives visitors and telephone calls dealing with as many issues as possible, relieving the Superintendent of as many administrative tasks as possible and providing all the secretarial assistance the superintendent requires in his role as Chief Executive Officer of BOCES. This employee is in constant contact with public agency officials at all levels of government as well as from officials from public and private agencies. The Secretary maintains highly confidential and often times critical information regarding the school districts operations.

Exempt Class