

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT  
DATE AMENDED: FEBRUARY 5, 1991

SENIOR SCHOOL OFFICE MANAGER

GENERAL STATEMENT OF DUTIES: Performs varied clerical, keyboarding and public contact work in the management of a large school office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves varied clerical and keyboarding and/or stenographic duties and considerable public contact work in a large school office. The work is performed under the general supervision of a building Principal and involves the exercise of independent judgment. Supervision may be exercised over full-time or part-time clerical.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Acts as receptionist for Principal, receiving callers, making appointments and referrals; Arranges meetings and conferences between students, parents, teachers and Principal; Answers oral and written requests for information requiring good knowledge of departmental procedures and regulations; Receives, counts, records and forwards supplies; Opens and distributes mail for school staff; Independently answers routine correspondence; Prepares and distributes pupil absentee lists; Maintains and process student records; Compiles, summarizes and forwards requisitions for teacher's, custodial and office supplies to central office; Summarizes and keyboards budget requests; Maintains or supervises maintenance of office files and records; Operates copy machines, fax, dictaphone and other office machines applicable to the position; Keyboards letters, memoranda, etc. for Principal and teachers; Prepares and forwards attendance and census reports; Receives records for incoming students and forwards records for students who are leaving; Provides passes for and records tardy pupils; Provides supervision for students sent to Principal's office for disciplinary reasons; May receive, store and distribute books and supplies; Prepares accident reports; Administers and accounts for petty cash; Prepares and explains teacher's schedules to substitutes.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to keyboard accurately at a satisfactory rate of speed; ability to learn the organization, function, rules, policies and regulations of the school; ability to handle routine details independently; ability to plan and supervise the work of others; ability to get along well with students, parents and teachers often under stress conditions; good physical condition.

MINIMUM QUALIFICATIONS:

FOR PROMOTION: Two years of permanent competitive class status in the Newburgh Enlarged City School District as a Stenographer, Typist, Clerk, Account Clerk or related clerical position.