

Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)

SUFFOLK COUNTY
DEPARTMENT OF CIVIL SERVICE

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.

1.
Sachem North HS
51 School Street
Lake Ronkonkoma, NY 11779-2299

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT
OF
WORK TIME

Senior Office Assistant

100%

Duties and Responsibilities:

- Responsible for all departmental correspondence and communication.
- Systematically assist with all facets of departmental communication including answering on site questions, routine written correspondence, emails, and telephone calls from administration, district employees, students, parents, and community members utilizing electronic software programs and personal correspondence.
- Maintain and assist with the complete scheduling of all meetings and appointments for Dean's Office administrators utilizing programs such as Microsoft Office and/or eSchool, google, and nVision.
- Assist with the maintenance of attendance, payroll, personnel, and student records through computer based informational systems.
- Create, compose, or edit routine documents, reports, correspondence, spreadsheets or databases from copy, draft, verbal, or written instructions, reports or documents.
- Sort, index and files documents, reports, publications, correspondence, and other related documents.
- Maintains records for book fines and subsequent actions taken.
- Collaborates with teachers to maintain daily student detention log.
- Work collaboratively with support staff within building to ensure for accuracy of student record information.
- Create, maintain, and assist with the generation of all reports, documents, and correspondence pertaining to I.D. cards, testing, assessment, and evaluations.
- Assist with all necessary building reporting as required by district administration, building principal, local, state, or federal mandates. Gathers source material for the preparation of reports, articles, speeches, and other matters. Assists Deans in editing copy.
- Supervision of small number of staff.
- Compile, coordinate, prepare and run annual reports as required including VADIR and BEDS.
- Compile, coordinate, prepare and run reports as required including monthly DC/DCA reports.
- Must have effective communicative skills and the ability to collaborate with the building principals, District administrators, colleagues, District employees, parents, students, and community members.
- Must demonstrate excellent leadership skills, ability to problem solve and work under supervision ensuring that assignments are completed with accuracy and in a timely manner as required.
- All other duties required by Building Administration and the Deans.