

<p>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.)</p>	<p style="text-align: center;"><u>SUFFOLK COUNTY</u> DEPARTMENT OF CIVIL SERVICE</p> <p style="text-align: center;">NEW POSITION DUTIES STATEMENT</p> <p>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.</p>	
<p>1. Office of Student Services Sachem Central School District, 51 School Street Lake Ronkonkoma, NY 11779</p>		
<p>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.</p>		
<p>PERCENT OF WORK TIME</p>	<p>Senior Office Assistant</p>	
<p>100%</p>	<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • 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. • Assist with the complete scheduling of all meetings and appointments for Office of Student Service administrators. Assist with the scheduling of interviews. • Assist with scheduling and correspondence related to CSE/CPSE meetings. Prepare draft IEPs in anticipation of meetings. Must be able to enter data and generate routine reports in IEP Direct informational system. • Responsible for coordinating annual review calendar for the Director and Assistants to the Coordinator. • Assist with the maintenance of attendance, payroll, personnel and student records through computer based informational systems. • Assist with generation of correspondence, documents, and reports pertaining to budgetary process. • Assist with the maintenance of substitute teachers through the Office of Student Services, including weekly placement communication with buildings and entry through AESOP. • Assist with all reports, documents and correspondence pertaining to testing, assessment and evaluations. • Assist with all necessary departmental reporting as required by district administration, local, state or federal mandates. • Assist with generation of correspondence, documents, reports and updating of IHRS system pertaining to due process hearings. • Update My Learning Plan relating to the Office of Student Services. • Responsible for student and department record maintenance. • Create, compose, or edit routine documents, reports, correspondence, spreadsheets or databases from copy, draft, verbal or written instructions, reports or documents. • Oversee a small number of clerical or office staff. • May assign work to Call-in Clericals. • Must be flexible, have effective communicative skills (oral and written) and demonstrate the ability to collaborate with the building principals, District administrators, colleagues, District employees, parents, students, ADD agencies and community members. • Should demonstrate excellent judgment and the ability to work independently. • Must have the ability to maintain confidentiality in all matters. • Must have the ability to follow written and oral directions. 	