



MILLBROOK

CENTRAL SCHOOL DISTRICT

Administrative School Secretary

General Job Responsibilities:

- This is a Competitive Civil Service Position and requires the applicant to be reachable on the current Dutchess County Human Resources Certification Eligible List or currently hold this position from an appointment in another district.
- 12 Month position in the Office of the Assistant Superintendent for Instruction & Community Relations
- 26-week probationary period
- Salary range \$59,286 - \$72,915 (commensurate with experience)
- Benefit package
- NYS Retirement
- Start date on/or about November 20, 2024

General Job Responsibilities:

1. Prepares and processes a variety of documents, correspondence, reports, etc., for the administrator, including proofing for spelling, format and appearance;
2. Prepares and compiles budget projections for administrator; prepares narrative justifications for budget purchases relating to office supplies and expendables; tracks budget expenditures and recommends adjustments as necessary; may oversee voucher and billing process for office;
3. Acts as a technical resource within office for general administrative matters; receives and screens telephone calls from administrators, faculty and the public;
4. Establishes and maintains departmental files, including the development of filing procedures, cross-reference filing and maintains file logs; prepares retention schedules; oversees the purging of files;
5. Handles many of the details necessary for an administrator to run a program, including tracking through logs and tickler files and collecting, compiling and editing data;
6. Gathers and prepares confidential information for contract negotiations;
7. Works with federal and state regulations pertaining to school districts;
8. Maintains time and attendance records;
9. May handle or assist with normal personnel matters including contract administration, Civil Service issues, general labor laws and retirement;
10. May assist in the review of district-wide health insurance bids;
11. May distribute assignments or work orders maintenance personnel;
12. May arrange workshops, conferences and travel;
13. May maintain district-wide inventories.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER: (A) Completion of two years of college or business school and one year of full-time secretarial or general office experience which included public contact and involved the use of computers to maintain records or produce correspondence or spreadsheets;

OR: (B) Three years of full-time secretarial or general office experience which included public contact and involved the use of computers to maintain records or produce correspondence or spreadsheets;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

APPLICATION PROCEDURE

Please submit the following materials:

- [Civil Service Application](#)
- Letter of Interest
- Resume

Address application materials to:

Dr. Amy Watkins, Assistant Superintendent
amy.watkins@millbrookcsd.org

Millbrook Central School District
43 Alden Pl, Po Box AA
Millbrook, NY 12545

Application Deadline:

Open Until Filled