

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201

Posted Date: February 5, 2008
Deadline: March 14, 2008

PLEASE POST

SCHOOL SECRETARY VACANCY CIRCULAR # 19, 2007-2008

**2007-2008
SCHOOL SECRETARY**

POSITION: Payroll / Principal's Secretary

LOCATION: Public School 59
211 Throop Avenue
Brooklyn, NY 11206

DESCRIPTION: Public School 59 is a grade Pre-K – 5 school of 500 students. We are located in the Bedford Stuyvesant/Williamsburg section of Brooklyn. Our aim is to create world leaders through academic and enrichment programs that develop the gifted and talented aspects of every child. We celebrate the world community through a focus on cultural and social sciences.

ELIGIBILITY: N.Y.C. School Secretary License

SELECTION CRITERIA:

- Excellent communication and organization skills.
- Excellent dictation and transcribing skills.
- Good command of the English language – including grammar, spelling, etc.
- Ability to work independently and carry a task to completion.
- Excellent record of attendance and punctuality.
- Ability to utilize Microsoft Office Suite & DOE Outlook E-mail System
- Familiarity with D.O.E. Outlook Email System.
- Evidence of previous satisfactory performance.
- Willingness to work per session hours when necessary.
- Ability to multi-task and maintain the confidentiality of the office.

DUTIES AND RESPONSIBILITIES:

- Conference with Principal daily to plan day's business.
- Responsible for all Principal's outgoing correspondence.
- Maintain the Principal's calendar, set up appointments, etc.
- Open, sort and route all Principal's incoming mail.
- Take and type minutes at Cabinet and other meetings as necessary.
- Gather items in preparation of agendas for various meetings.
- Answer Principal's phone, take messages and screen all visitors.
- Liaison with school staff, students and parents.
- Monitor daily staff attendance, leaves and medical plan enrollment.
- Keep calendar for absences and lateness.
- Follow up on Principal's memos and directives.
- Distribute pertinent articles to staff from the Principals' Weekly and e-mail.
- Maintain all Principal's files, including confidential personnel files.
- Ensure all payroll and timekeeping responsibilities are up to date.

HOURS: 7:30 A.M. – 2:50 P.M.

SALARY: As per Collective Bargaining Agreement

APPLICATION: Please send a cover letter, a resume and a copy of your DOE license by **March 14, 2008** to: Dawn Best, Principal dbest2@schools.nyc.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED: Gary Barton
Gary Barton
Division of Human Resources