

An Equal Opportunity / Affirmative Action Employer  
**EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** September 9, 2022

**POSITION:** Executive Secretary – Full Time Provisional  
***Provisional appointment is contingent upon taking, passing and being reachable on the civil service examination that corresponds to the position.***

**ASSIGNMENT:** Business Office (PS12)

**RESPONSIBILITIES:**

The Executive Secretary is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner. This position involves responsibility for performing a variety of complex and highly confidential secretarial duties for Assistant Superintendent of Business and the Business Office Manager. Responsibilities include but are not limited to:

- ♦ Manage all aspects of the office including executive clerical duties
- ♦ Implement policies and procedures resolving day-to-day operational problems
- ♦ Assists in the development of the budget and financial reports
- ♦ Drafts correspondence in response to routine inquiries
- ♦ Liaison for Workers Compensation Claims
- ♦ Assists with School Tax Collection

**KNOWLEDGE AND SKILLS:**

- ♦ thorough knowledge of principles and practices of office management
- ♦ Good knowledge of supervisory principles and techniques (including the ability to train employees)
- ♦ Good knowledge of statistical techniques used in the collection and tabulation of raw data
- ♦ Highly proficient level computer skills including word processing, spreadsheet and database software

**QUALIFICATIONS:**

- ♦ Graduation from a regionally accredited college or university with an Associate's Degree and three (3) years of Executive Secretary experience, OR
- ♦ Graduation from high school and five (5) years of Executive Secretary experience as outlined above
- ♦ Prior experience at the executive level preferred
- ♦ Proficient in use of Google, Microsoft Office, Adobe Acrobat Suites and familiarity with office equipment
- ♦ Prior experience with WinCap, Finance Manager or nVision desired

**REQUIREMENTS:** Must meet Civil Service eligibility requirements

**EFFECTIVE DATE:** Immediately

**SALARY:** \$40,000 - \$50,000

**CLOSING DATE:** September 23, 2022

Please submit a completed TCSD application and a list of four (4) references to:

[humanresources@troycsd.org](mailto:humanresources@troycsd.org) or mail to:

Troy City School District  
Human Resources

475 First Street Troy, NY 12180 or through OLAS at <http://olasjobs.org/>

In accordance with SAVE Legislation, fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.