

DOCUMENT 37

SECRETARY TO THE COMMITTEE ON SPECIAL EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for arranging and processing Special Education information in accordance with department policies and procedures. General supervision is received from a higher ranking clerical or administrative employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Types and processes all correspondence for the Special Education Program;
Processing and maintaining information using related computer systems;
Compiles information and produces various reports for the CSE Chairperson, teachers and staff, parents and outside agencies;
Maintains confidential alphabetic, numeric and/or chronological files of correspondence, reports and records;
Schedules meetings and appointments;
Assists in the completion of Medicaid and STAC reports by entering data and collecting the information from teachers and outside schools;
Operates a computer for student information and management in regards to attendance, tuition information, correspondence and requests;
Performs other related duties as may properly come within the scope of said position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; **working knowledge of the basic procedures and practices of computer operation**; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; ability to meet and deal with the general public; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience in a children's special needs education environment, one (1) year of which must have involved typing; or
- (b) Four (4) years of clerical experience in a children's special needs education environment, one (1) year of which must have involved typing; or
- (c) An equivalent combination of training and experience as defined by (a) and (b).