

DUTIES STATEMENT**SECRETARY TO THE SPECIAL COMMISSIONER OF INVESTIGATION**
(NEW YORK CITY SCHOOL DISTRICT)

Under direction, performs highly confidential and exceptionally difficult secretarial work directly for the Special Commissioner of Investigation for the New York City School District. Provides administrative support to the Special Commissioner of Investigation and the First Deputy Commissioner. Participates in and/or relieves the Special Commissioner of Investigation of the administrative details of the Commissioner's office and discharges the usual duties of secretary acting in a confidential, exceptional and most responsible capacity. Prepares, coordinates and types extremely important, complex and/or confidential material related to the administration of the Commissioner's office and to substantive matters regarding corruption and other illegal or improper conduct. Prepares, finalizes, and disseminates correspondence and reports; engages in research activities to compile and arrange data for expeditious consideration and determination of policy questions; screens executive office telephone calls and responds or directs to the appropriate party, and reviews incoming mail/correspondence including incoming confidential materials; conveys information and instructions to staff. Establishes and maintains relationships with, and conveys information to, other City, State and Federal agency staff on behalf of the Special Commissioner and office, including the Mayor's office of correspondence division. Organizes and maintains the Commissioner's files and keeps the Commissioner informed of pending matters and appointments.