

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Administrative Secretary

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the district

III. REPORTS TO

Superintendent and/or designee

IV. QUALIFICATIONS

- High School diploma
- Computer literacy
- Typing ability (40-45 words per minute)
- Ability to communicate with general public, parents, staff and students
- Telephone skills
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

V. MAJOR DUTIES AND RESPONSIBILITIES

- Receive and route incoming calls and correspondence including E-mail
- Perform usual office routines
- Type correspondence, notices and reports
- Type correspondence and maintain records of negotiations and other matters related to the district collective negotiations units
- Maintain filing system/district data base
- Maintain monthly analysis of violence/vandalism incidents in the district
- Operate office equipment necessary to complete reports and clerical work required in the operation of the office
- Schedule appointments, meetings and follow up activities as necessary
- Assist and direct visitors to the Education Center
- Maintain confidentiality as required and appropriate
- Prepare reports for Board of Education meetings
- Perform all other tasks related to the efficient operation of the office as assigned
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Twelve-month position – In accordance with the provisions of the BOE/E TEA salary guide

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Job Description/Section VII SECRETARIAL ADMINISTRATIVE SECRETARY

APPROVED: November 22, 2010