

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Administrative Secretary - Personnel (B)

**II. PRIMARY FUNCTION**

To perform all duties required for the personnel department to efficiently coordinate the hiring, processing and keeping of all necessary records

**III. REPORTS TO**

Director of Human Resources

**IV. QUALIFICATIONS**

- High School diploma
- Demonstrates familiarity with district, philosophy, program and policies
- Proficiency in use of computer
- Ability to relate successfully with the public, both in person and via telephone
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Update and maintain accurate personnel cards of all contracted employees
- Assist in the maintenance and monitoring of personnel files on all employees in the district
- Update staffing book for the upcoming school year
- Update and maintain Access database of all contracted employees
- Prepare memos, correspondence, meeting summaries, etc. at the direction of the Director of Personnel
- Prepare regret letters from Superintendent to candidates interviewed for administrative positions
- Prepare administrative calendar for Elementary Principals for new school year
- Schedule interviews as directed by administrators
- Expedites verification of employment
- Notifies and updates personnel records pertinent to monthly personnel changes
- Oversees and processes all paperwork related to annual Job Fair
- Assists in the annual BOE/E TEA Recognition of Retirees
- Updates Personnel folders and filing
- 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 - Personnel (B)

APPROVED: November 22, 2010