

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Administrative Secretary - Personnel (A)

II. PRIMARY FUNCTION

To perform all duties required for the personnel department to efficiently coordinate the hiring, processing, keeping of all necessary records, preparation of a substitute payroll and the maintaining of sick, personal and vacation days of all employees

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

- Coordinate a substitute workshop on a monthly basis
- Coordinate the intake process for all substitutes, including the processing of applications and preparation of necessary forms for teachers, secretaries, nurses and custodians
- Process all requests for County Substitute Certificates
- Prepare a substitute list for monthly meetings of the Board of Education and AESOP
- Prepare a substitute payroll and input substitute payroll on computer
- Provide a substitute for schools if AESOP hours are over
- Verify daily absentee lists received from AESOP operators, making corrections and additions as necessary
- Initialize balances of all employees' sick, personal and vacation days, and to also input Central Office staff daily attendance on computer and respond to inquiries from staff relative to status
- Input all personal and payroll information for all new substitutes in computer
- Process fingerprinting applications to the NJ Criminal History Department
- Respond to verification of employment requests via telephone or in writing
- 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/ESEA salary guide

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Job Description/Section VII SECRETARIAL Administrative Secretary - Personnel (A)

APPROVED: November 22, 2010