

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Administrative Secretary - Reception/Workers' Compensation

**II. PRIMARY FUNCTION**

To perform efficiently all of the duties required to process and maintain files for workers' compensation claims. Process requests for use of building facilities

**III. REPORTS TO**

Business Administrator/Board Secretary

**IV. QUALIFICATIONS**

- High School diploma
- Demonstrates familiarity with district, philosophy, program and policies
- Proficiency in use of computer
- Ability to communicate 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**

- To process all workers' compensation claims and maintain comprehensive files for all claims
- Oversee the distribution process of all employee checks on a twice monthly basis
- Distribute all mail to central office personnel
- Order and maintain inventory of office supplies for central office
- Schedule meeting placements and follow-up as necessary
- Assist and direct visitors to the Education Center
- 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 Reception/Worker's Compensation

APPROVED: November 22, 2010