

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Secretary Class I

II. PRIMARY FUNCTION

To perform all secretarial and clerical duties necessary for the smooth and efficient operation of the school office and to supervise all work done by the clerical staff of the office

III. REPORTS TO

Principal and/or designee

IV. QUALIFICATIONS

- Excellent stenography, typing and clerical skills, including accurate filing, use of office machines and knowledge of work processing equipment
- Computer experience required
- Ability to relate successfully with the public, staff members and co-workers
- Ability to handle a diversification of tasks
- Ability to handle emergency situations
- Ability to prioritize assignments
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

V. MAJOR DUTIES AND RESPONSIBILITIES

- Supervise and coordinate all work done by the clerical staff of the office
- Route campus and US Mail and E-mail as appropriate
- Perform usual office routines
- Type correspondence, notices and reports
- Maintain filing system
- Operate office equipment necessary to complete reports and clerical work required in the operation of the office
- Maintain all necessary budget accounts
- Schedule appointments, meetings and follow-up activities as necessary
- Assist and direct visitors to schools
- Maintain confidentiality as required and appropriate
- Transfer out departing students
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/ESEA contract

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Job Description/Section VII SECRETARIAL SECRETARY CLASS I

APPROVED: November 22, 2010