

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Administrative Secretary - Transportation

II. PRIMARY FUNCTION

Provide a variety of secretarial support to Transportation Specialist and transportation department
Establish and maintain department records
Coordinate assigned projects and distribute a wide variety of material and reports

III. REPORTS TO

Transportation Specialist and/or designee

IV. QUALIFICATIONS

- High School diploma
- Two (2) years' experience as secretary in an office setting
- Proficient in Microsoft Word and Excel
- Good typing skills
- Ability to deal with changing priorities
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedural manuals
- Good telephone skills with pleasant tone and manner, take accurate messages, return calls in a timely manner
- Ability to work well independently under pressure
- 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, mail and E-mail
- Type correspondence, reports for Board of Education meetings and notices
- Maintain records of negotiations, monthly analysis of violence/vandalism incidents and other matters related to the district
- Compile data for work orders, budget reports, specialized reports, personnel records, etc., for the purpose of preparing reports or processing requests
- Maintain filing system and database
- Schedule appointments, meetings and follow-up activities as necessary
- Maintain confidentiality as required and appropriate
- Perform all secretarial duties and other tasks related to the operation of the office
- 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/ETEA salary guide