

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Secretary Class II

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the school office.

To provide support services for the effective operation of the school office under the direction of the building principal

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

- Receive and route incoming mail and correspondence including E-mail
- 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
- Schedule appointments, meetings and follow-up activities as necessary
- Assist and direct visitors to school/building
- Maintain confidentiality as required and appropriate
- 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/ETEA contract

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Job Description/Section VII SECRETARIAL SECRETARY CLASS II

APPROVED: November 22, 2010