

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Secretary Class III

**II. PRIMARY FUNCTION**

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

**III. REPORTS TO**

Principal and/or designee

**IV. QUALIFICATIONS**

- High school diploma
- Computer competency
- Typing ability (40-45) words per minute\_
- Ability to communicate with general public, parents, staff and students
- Telephone skills
- 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 class 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/ESEA contract

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Job Description/Section VII SECRETARIAL SECRETARY CLASS III

APPROVED: November 22, 2010