

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Secretary Class IIIB

II. PRIMARY FUNCTION

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

III. REPORTS TO

Principal and/or designee

IV. QUALIFICATIONS

- High organizational skills
- Basic computer competency
- Ability to communicate effectively and efficiently with the public including parents, staff and students
- Typing ability (40-45 words per minute)
- 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
- 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 SECRETARU CLASS IIIB

APPROVED: November 22, 2010