

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Secretary Class III - Transportation

II. PRIMARY FUNCTION

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the Transportation Department

III. REPORTS TO

Transportation Specialist and/or designee

IV. QUALIFICATIONS

- High organizational skills
- Computer knowledge including Microsoft Applications
- Ability to communicate effectively and efficiently with the public including parents, schools and contractors
- Operation of general office equipment, i.e. fax, computer, copier
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

V. MAJOR DUTIES AND RESPONSIBILITIES

- Distribution and collection of subscription notices and payment for all eligible families in the district as per district guidelines
- Organizing and recording applications for subscription program
- Notifying schools of approved students in the program
- Keeping a balance of monies collected for subscription bussing, including recording deposits on daily basis
- 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

/jas
Job Description/Section VII SECRETARIAL SECRETARY CLASS III - TRANSPORTATION

APPROVED: November 22, 2010