

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

CENTRAL OFFICE ADMINISTRATION

Administrative Regulations

TITLE: CONFIDENTIAL SECRETARY (Board of Education Office)

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Strong analytical, good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
5. Knowledge of automated office equipment and efficient office procedures.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Supervisor

JOB GOAL: Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence. Screens calls and inquiries that involve sensitive topics. Personally handles calls involving confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
4. Maintains a well-organized up-to-date filing system.

5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Performs all duties related to district transportation.
7. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned.
8. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
9. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
10. Coordinates travel arrangements as assigned.
11. Assists the Superintendent in compiling data and preparing reports required by law, administrative code, and board policy.
12. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:	Criminal history record
<u>N.J.S.A. 18A:6-7.1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-1</u>	Physical examinations; requirements
<u>N.J.S.A. 18A:16-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:17-2</u>	School employee physical Examinations
<u>N.J.A.C. 6A:32-6</u>	

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.