

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### STUDENT SERVICES

### Administrative Regulations

TITLE: CLERK/TYPIST (GUIDANCE OFFICE)

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Supervisor

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

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Prepares student transcripts and college information packets.
5. Maintains a well-organized up-to-date filing system.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
8. Assists, logs in, and directs visitors to the schools.

- 9. Maintains confidentiality as required and appropriate.
- 10. Performs 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.

EVALUATION:

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

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

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 6:3-4A.4	Requirements of physical examinations

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