



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Managerial Secretary

**REPORTS TO:**

Administrator

**QUALIFICATIONS:**

- A high school diploma.
- A minimum of four years experience in general office work.
- Good interpersonal skills in dealing with the public
- Computer and typing skills as required for the job.
- Good written and oral communication skills.

**GENERAL DESCRIPTION:**

The managerial secretary shall have excellent communication and technical skills. Maintenance of databases, spreadsheets, and electronic files is an integral part of the job as well as dissemination of communications via email and written correspondence.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- A. Maintains current records and files in the form and manner prescribed.
- B. Prepares reports in a timely manner and in the form described.
- C. Prepares correspondence, memos, and reports as required.
- D. Maintains account records and prepares purchase orders.
- E. Coordinates building calendar and events.
- F. Performs such other tasks and assume such other responsibilities as assigned by the Administrator.

**WORK YEAR:** Ten or Twelve-month position

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education