



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

**JOB DESCRIPTION**

**TITLE:**

Supervisory Secretary

**REPORTS TO:**

Administrator

**QUALIFICATIONS:**

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

**GENERAL DESCRIPTION:**

The supervisory secretary shall have experience working in a confidential setting, excellent communication skills and highly proficient 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 in an effective manner.
- D. Promotes positive public relations through all phases of communication.
- E. Maintains account records and prepares purchase orders.
- F. Coordinates the principal's calendar and event management.
- G. Oversees team and office management.
- H. Multitasks with staff, students, and the public.
- I. Maintains confidentiality.
- J. 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