



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Administrative Assistant  
REPORTS TO: Administrator  
QUALIFICATIONS:

1. A high school diploma.
2. A minimum of five (5) years' experience in general office work.
3. Good interpersonal skills in dealing with the public.
4. Computer and typing skills as required for the job.
5. Good written and oral communication skills.
6. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

The administrative assistant shall have excellent communication and technical skills. Knowledge of varied computer programs, state reporting programs, spreadsheets, and electronic files is an essential part of the job. The administrative assistant shall prepare state reports as well as maintain student/staff databases and work independently.

### ESSENTIAL JOB FUNCTIONS:

- 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 student information systems.
- E. Tracks and meets reporting deadlines.
- F. Maintains confidentiality.
- G. Performs such other tasks and assume such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee  
DATE APPROVED: February 19, 2013  
APPROVED BY: Board of Education