

# WATCHUNG BOROUGH PUBLIC SCHOOLS

## JOB DESCRIPTION

---

**TITLE:** SECRETARY

**REPORTS TO:** Building Principal or designee

**QUALIFICATIONS:**

1. High School diploma or equivalent training
2. Minimum of two (2) years' related work experience
3. Good typing skills and knowledge of Microsoft Office
4. Knowledge of office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check
7. Possess the ability to understand and operate all aspects of the district's student management system
8. Possess the ability to interact with administrators and staff to obtain data and information
9. Possess the ability to organize and coordinate work assignments
10. Possess the ability to communicate effectively with all levels of individuals within the district
11. Possess the ability to effectively communicate with parents/guardians

**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. Prepares correspondence, notices, and reports
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. Arranges meetings, prepares agendas, and handles follow-up activities, as necessary
7. Assists, logs in, and directs visitors to the schools
8. Maintains confidentiality, as required and appropriate
9. Assists in the registration of new students
10. Enter data into the district's databases
11. Maintain all databases for correctness
12. Performs other tasks related to the efficient operation of the office, as assigned

### **TERMS OF**

**EMPLOYMENT:** 12-month School Year

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified staff.

**APPROVED:** January 2, 2019