

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
BRIDGETON, NEW JERSEY**

**JOB DESCRIPTION**

**10-12 MONTH SECRETARY**

**JOB GOAL**

Organize, coordinate, schedule and perform office functions at a school; serve as secretary to assigned administrator(s) and coordinate communications between administrators, district personnel, parents, students, and the general public.

**QUALIFICATIONS**

1. High school diploma or approved equivalent.
2. Experience working as a secretary in a high-school environment is desirable.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Takes and transcribes dictation of various types, including correspondence, reports, notices, personnel recommendations.
2. Acts as receptionist in assigned offices. Welcomes visitors and arranges for their comfort.
3. Receives and routes assigned offices incoming calls. Places and receives telephone calls and records messages.
4. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
5. Performs the usual office routines and practices associated with their assigned office.
6. Prepares Board reports/budget. (This task requires extreme accuracy and neatness in typing, copying, and assembling material. Must assist in organizing material logically. Usually done with a tight deadline.)
7. Prepares necessary correspondence. (Errors will have serious public, intra-staff and staff-board repercussions. Frequently includes confidential information that should not be released prematurely.)
8. Adheres to the policies, regulations and procedures of the Board of Education.
9. Performs such other duties as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

1. Detail-oriented and professional.
2. Excellent written and verbal communication skills.
3. Proficient with Microsoft Office Suite and other job-related software.
4. Working knowledge of office procedures and the operation of common office equipment and machines.
5. Basic understanding of clerical procedures and systems such as recordkeeping and filing.
6. Ability to work independently and reliably.
7. Ability to type accurately at a minimum of fifty (50) words per minute.
8. Ability to transcribe recorded notes and reports of a complex nature with speed and accuracy.
9. Ability to interact with people with great tact, poise and courtesy.

10. Ability to organize, prioritize and follow up on multiple tasks.
11. Ability to accept and follow verbal/written direction for projects/tasks and work through to a successful completion.
12. Regular attendance.
13. Prolonged periods sitting at a desk and working on a computer.
14. Must be able to lift up to 20 pounds at a time.
15. Ability to traverse school facility and grounds.

**REPORTS TO**

Building principals.

**TERMS OF EMPLOYMENT**

Ten-Twelve month year. Salary and work year to be established by the Board of Education.

**EVALUATION**

Performance of this job will be evaluated by the building principal.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **February 12, 2009**  
AMENDED: **May 27, 2021**