

TITLE: CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication and human relations skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL:

To serve as the school business administrator/board secretary's confidential secretary; provide all administrative secretarial duties in the school business administrator's office and assist the school business administrator in their role of secretary to the board of education.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the school business administrator.
2. Performs all secretarial and confidential work as assigned by the school business administrator.
3. Assists in the preparation of all correspondence and reports emanating from the school business administrator's office.
4. Maintains a regular filing system, as well as a set of locked confidential files.
5. Processes incoming correspondence.
6. Places and receives telephone calls and records messages for the school business administrator.
7. Maintains a schedule of appointments for the school business administrator and makes arrangements for conferences, meetings and interviews.
8. Acts as a liaison between the school business administrator and administrative staff in screening and routing inquiries and requests.
9. Assists the school business administrator in compiling data and preparing reports required by law, administrative code and board policy.
10. Prepare and distributes meeting notices of the board of education at the direction of the board secretary.
11. Performs other related duties as may be assigned by the school business administrator.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.