

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: OFFICE ASSISTANT

REPORTS TO: Business Administrator/Board Secretary or designee

QUALIFICATIONS:

1. High School with advanced office/computer training.
2. Minimum of two (2) years related work experience.
3. Computer skills with troubleshooting ability and knowledge of Microsoft Office.
4. Knowledge of office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.

JOB GOAL: To assist current staff, i.e. Accounts Payable, Payroll, Business Services, in the smooth and efficient operation of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Perform routine office functions.
2. Receive and route all in-coming mail.
3. Maintain a well-organized up-to-date filing system.
4. Ability to operate all business machines necessary to complete reports and clerical work required in the office.
5. Arranges meetings, prepares agendas, and handles follow-up activities, as necessary.
6. Flexibility in all data processing activities.
7. Maintains confidentiality in all materials of the Business Office

**TERMS OF
EMPLOYMENT:** 12 months

EVALUATION:

APPROVED: May 10, 2006