

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

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### REVISED

**JOB TITLE:** SENIOR SPECIALIST SECRETARY

**REPORTS TO:** Assigned Supervisor

#### **NATURE AND SCOPE OF JOB:**

The Senior Specialist Secretary provides support to the assigned supervisor performing a variety of supplementary services which include but is not limited to processing, reviewing financial documents, drafting and proofreading memos, letters, summaries and other written communications and maintaining calendars other functions pertinent to the supervisors assignment.

#### **QUALIFICATIONS:**

The Senior Specialist Secretary shall:

1. Have graduated from a four year high school program.
2. Have experience in document processing.
3. Be flexible to work beyond normal work hours and work week.
4. Have five years experience in financial data processing.
5. Be literate in Accounts Payable and Accounts spreadsheet software.
6. Have excellent leadership and organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Be a self-starter, show initiative, and be be able to work independently.

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12. Be able to draft and proofread briefs, memos, letters, summaries and other written communications.
13. Demonstrate willingness to perform administrative functions including but not limited to filing, photocopying and distribution of documents.
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Senior Specialist Secretary shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.

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3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

## JOB FUNCTIONS AND RESPONSIBILITIES:

The Senior Specialist Secretary shall:

1. Manage all fiscal components of the assigned department.
2. In collaboration with the department accountant, ensure proper posting of all grant accounts.
3. Monitor all account transactions including payroll, purchase orders, transfer, and payments.
4. Ensure all purchase requisitions are properly posted and paid.
5. Review invoice batch and edit reports to ensure that payment is accurate, valid, and appropriate.
6. Review the Aged Open Invoice report on a monthly basis for Aged Invoices that require processing.
7. Review the Open Purchase Order report for validity of the Purchase Orders and recommend the closing and finalization of Purchase Orders.
8. Reconcile the Aged Open Invoice Report to Accounts Payable account in the General Ledger.
9. Close completed Purchase Orders as approved.
10. Match all required documents for payment to vendor, invoices, purchase orders, receiving copies, and signed authorized voucher for vendors.
11. Operate electronic and other equipment needed to carry out job functions and responsibilities.
12. Draft and proofread briefs, memos, letters, summaries and other written communications.
13. Perform administrative functions including but not limited to filing, photocopying and distribution of documents.
14. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
15. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
16. Attend required meetings and serve, as appropriate on staff committees.

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17. Provide administrative assistance to all office staff.
18. Manage and document connected concerns, if applicable.
19. Research and develop operations for grants and fundraisers.
20. Update and maintain website.
21. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
22. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
23. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
24. Use computers and/or electronic equipment to fulfill job functions.
25. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
26. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
27. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Assigned Supervisor and not otherwise prohibited by law or regulation.

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### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

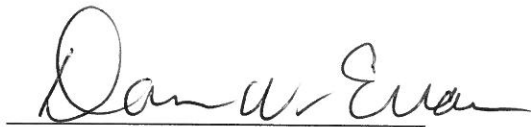
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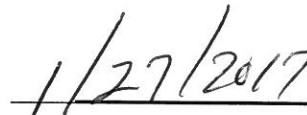
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### EVALUATION:

The assigned Supervisor shall evaluate the Senior Specialist Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved



Date