CLASSIFIED CONFIDENTIAL			
Work Location	Roseland School District Office	**Responsible To**	Superintendent or designee
Work Year	12 months	**Hours**	To be determined
Salary	Appropriate step on the District Classified Confidential Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
Under the direct supervision of the Superintendent or designee performs assignments supporting the District Office.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to the following:

- Word processes a wide variety of material such as memos, forms, letters, reports, and other correspondence. Translates documents as assigned.
- Assists with copying and distributing of correspondence/documents.
- Performs complex and specialized clerical/secretarial support functions
- Serves as office receptionist and answers telephones and welcomes visitors to the district office.
- Files confidential personnel records and assists with filing of district documents.
- Receives, sorts, and distributes outgoing and incoming mail for the district office daily.
- Maintains a variety of databases including inter-district agreement database and district boundary database.
- Maintains hiring packet information and forms.
- Prepares and maintains employee personnel files and verifies new personnel documents for accuracy.
- Coordinates schedules including facilities use requests and shared facilities use such as gymnasiums.
- Assists with meeting and event planning, organization, preparation and implementation.
- Assists with a variety of district projects.
- Coordinates and tracks the distribution of facility keys to appropriate personnel.
- May supervise instructional assistants special project work as assigned.
- Other related duties as assigned.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- High school diploma or equivalent.
- A.A. degree in related field highly desirable.
- At least one year of increasingly responsible office experience.
- Knowledge of modern office practices and data processing techniques.
- Knowledge of business telephone etiquette.

- Ability to maintain confidentiality as it relates to this position.
- Ability to use computer programs with skill.
- Ability to effectively communicate in both oral and written form in both English and Spanish.
- Ability to work cooperatively with others and to follow oral and written directions

Board Revised /Approved: January 16, 2013
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