



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **SECRETARY**

QUALIFICATIONS:

1. Bachelor's degree in related discipline plus one (1) year related experience *or* Associates degree in related discipline plus one (1) year related experience *or* high school diploma plus three (3) years related experience.
2. General knowledge of office equipment and efficient routines and procedures.
3. Office skills including: typing, filing, copying, calculator use, recordkeeping ability, statistical typing, ability to compose correspondence.
4. Computer literacy including email, spreadsheets, databases, word processing skills and any other computer systems/programs specific to assigned department and duties.
5. Strong interpersonal and communications skills.
6. Ability to work under and adhere to deadlines.
7. Shall maintain a level of confidentiality.
8. Required criminal history background check and proof of US citizenship or legal resident alien status.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing.
10. Demonstrate appropriate telephone etiquette.
11. Have excellent integrity and demonstrate good moral character and initiative
12. Ability to routinely lift 15 pounds at least 20% of the time.

13. Bend, lift, squat, perform repetitive motions and sit for long periods of time.
14. Physically move, bend, twist to complete normal daily activities such as moving supplies, boxes or other materials.

REPORTS TO: Designated Supervisor

JOB GOAL: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

ESSENTIAL JOB FUNCTIONS:

1. Shall perform all duties in the most efficient manner possible and interact with administrators, staff, students and the public in the best interest of the school district.
2. Receives and routes incoming telephone calls, emails and correspondence for the department.
3. Performs usual office routines including coordinating, recording and distributing paperwork, emails and information as assigned.
4. Prepares, maintains, inputs, files and reports appropriate and accurate information related to the functioning of the department.
5. Maintains a well-organized up-to-date filing system.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Perform bookkeeping duties for the department as assigned, i.e., process purchase orders for the department, balance accounts, maintain records of departmental accounts, payroll reports, etc.
8. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
9. Assists and directs visitors to the department.

10. Maintains confidentiality as required and appropriate.
11. Willingness to substitute for other secretarial staff as needed and/or requested.
12. Handle mail and correspondence for the assigned office.
13. Greet visitors and answer telephone calls in a pleasant and efficient manner.
14. Order and maintain office supplies.
15. Create and maintain a clean, attractive, orderly, safe and efficient office environment.
16. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
17. Adhere to New Jersey school law, State Board of Education regulations, Jackson School district Board of Education policies and regulations as well as contractual obligations.
18. Performs other tasks related to the efficient operation of the office as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 1/21/2014

REVISED: _____