

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **Level I Secretary**

### **Qualifications:**

1. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
2. Computer knowledge with typing ability in excess of 60 wpm.
3. Previous experience in secretarial role (three (3) years preferred).
4. Previous secretarial experience in public school work preferred.
5. Proficient in Microsoft Office.
6. Ability to transcribe material from recording equipment.
7. Ability to take notes at meetings as required.
8. Must possess High School Diploma.
9. Excellent interpersonal skills with the ability to relate to applicants, employees, students, parents, the community and general public.
10. Ability to organize and prioritize daily work and projects and meet tight deadlines.
11. Required Criminal History Check.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
14. Pass required State Mantoux/Tuberculin test and physical exam as required.
15. Possess the ability to read/write and communicate effectively in English/Spanish preferred.

### **Reports to:**

Department Administrator/ School Principal

### **Nature and Scope of Job:**

To provide office administrative assistance to the assigned administrator and perform duties and tasks as assigned to insure the smooth operation of the school/department. Office Manager and Equipment Specialist are considered Level I.

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## **Level I Secretary (Cont'd.)**

### **Duties and Responsibilities:**

Level I Secretary shall:

1. Screen telephone calls, arrange appointments, makes routine calls for Administrators.
2. Greets and directs visitors, parents, and general public.
3. Sort and review mail for Administrator.
4. Assists in updating specifications, bidding preparation and tracking information until equipment arrives. (Where applicable)
5. Type memos, letter, reports, and schedules.
6. Transcribe recorded data as necessary.
7. Assists with tracking all monthly expenditures, requisitions and budget information for payroll.
8. Maintains mileage reports for fuel. (Where applicable)
9. Order repairs of office equipment.
10. Photocopying and duplication of observations, letters, schedules, bulletins and fliers.
11. Prepare and maintain files as required.
12. Maintain computer data for bus maintenance program, EZ pass, vehicles gas consumption, non-public and any other necessary programs. (Where applicable)
13. Attend staff meetings, as needed, take minutes, transcribe, duplicate and distribute.
14. Keep record of petty cash expenditures and type vouchers.
15. Type all evaluations, observations and annual reviews of personnel.
16. Preparation of budget reviews, making lists of all school and office supplies to be ordered.
17. Supervision of supply inventory.
18. Operation of all office machines and equipment.
19. Performs a wide variety of complex and confidential duties for an Administrator. Independently responds to letters and general correspondence of a routine matter.

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### **Level I Secretary (Cont'd.)**

20. Composes correspondence and memos from brief verbal instructions or notes.
21. Types from rough draft, verbal instruction or transcribing machine recordings.
22. Composes a variety of documents such as memoranda, letters, charts, newsletters, tables and other complex documents using word processing, spreadsheets and desktop publishing software. Uses advanced skills to design layouts for program covers, fliers, promotional materials, surveys, etc.
23. Modifies or devises forms for reporting data and establishes controls for insuring accuracy of data.
24. Compiles reports from a wide variety of sources.
25. Performs routine duties related to departmental operations including data research, report writing, coordination of special events and development, needs assessment surveys and maintenance of tracking systems for budget expenditures. Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation and grammar.
26. Verify accurate information of all field trip forms and follow-up until approved date of the trip.
27. Prepare documents for payroll department.
28. Perform such duties as assigned by immediate supervisor.

### **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
4. Official college transcripts/ High school diploma.
5. Employment interview.

### **Physical Demands, Visual Acuity and Working Conditions:**

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:

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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.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. 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.

### **Terms of Employment:**

12 month exempt salaried position. Salary will be in accordance with the established salary guide in the Agreement between the Perth Amboy Board of Education and the Perth Amboy AFT. Salary benefits, and leave time as negotiated. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et). The Level I Secretary will be evaluated by the Department Administrator/School Principal.

**Date Adopted:** May 31, 2012,

**Date Revised:** August 29, 2013