

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Assistant Secretary – Group II
Position

REPORTS TO: Building Administrator

JOB GOAL: Perform secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgement, in addition to routine work necessary for the smooth and efficient operation of the office

RESPONSIBILITIES:

1. Receives and routes correspondence
2. Types, edits and proofreads correspondence and other documents using a computer; uses advanced functions of computer word processing programs, databases and spreadsheet software; uses specialized business and student software programs; enter data using a computer to maintain databases and generate documents and reports
3. Answers and directs incoming telephone calls; serves as a receptionist and greets parents, staff, public, and others; takes messages for administration and staff; answers a wide variety of questions regarding departmental procedures, practices and policy; provides forms and assist in their completion
4. Performs usual office routines
5. Maintains confidentiality of sensitive correspondence records and other information
6. Maintains a well-organized up-to-date filing system
7. Operates all business machines necessary to complete reports and clerical work required in the operation of the office

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8. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials
9. Prepares minutes when assigned
10. Assists, logs in, and directs visitors.
11. Coordinates travel arrangements as assigned
12. Assists the administrator in compiling data and preparing reports required by law, administrative code and board policy
13. Performs specialized assignments, as required, including other tasks related to the efficient operation of the office
14. Develops and maintains calendars and schedules, administrative appointments, interviews, and deadlines for specific processes; and schedules and coordinate meetings, conferences, appointments, and services
15. Receives, sorts, and distributes mail; orders, receives, stores, and distribute supplies; conduct physical inventories
16. Performs such duties as assigned by the building administrator
17. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

QUALIFICATIONS:

Knowledge of:

1. Principles of office administration and systems, office technology and work flow
2. Advanced office procedures, including filing systems, record keeping systems, business correspondence, and reporting formats
3. Advanced computer operating techniques related to administrative record keeping, databases, word processing, reporting and presentations
4. English composition, usage, syntax, grammar, and punctuation
5. Public relations and customer service principles and practices

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6. Modern office equipment and procedures

Ability to:

1. Plan and organize work, schedules and procedures
2. Carry on several simultaneous assignments, with close attention to schedules and deadlines
3. Work independently, with little direction, exercising good judgement
4. Read, interpret, explain, and follow rules, regulations, policies, and procedures
5. Type at a level of proficiency required for successful job performance
6. Operate computer and peripheral equipment and use advanced functions of word processing, spreadsheet, and database software with efficiency and accuracy
7. Develop and maintain effective records and management systems
8. Speak tactfully and courteously in English with staff and public and be sensitive to cultural developmental, religious, and ethnic diversity of students, staff, and community
9. Ability to read, write, communicate effectively, understand and follow verbal and written instructions
10. Establish and maintain effective relationships with those contacted in the course of work

Other:

1. High school diploma or equivalent education/training
2. Minimum experience as determined by the board
3. Required criminal history background check, drug screening, and eligibility to work in the United States
4. All applicants must meet NJ residency requirements as per the “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

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PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **APPLICANT PORTAL** at:

<https://eportal.eastorange.k12.nj.us/app/applicant/login.php>

SELECTION PROCEDURE:

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required

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3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

TERM OF EMPLOYMENT:

Ten-month or twelve-month work year

SALARY RANGE:

Based on the negotiated agreement governing the employment of Assistant Secretaries

Approved by the East Orange Board of Education: December 11, 2018