

JOB DESCRIPTION**JOB TITLE:** SECRETARY "B" GUIDE - 10 or 12 MONTH

MPS POSITIONS: Includes, but not limited to, the following MPS positions:

- ATTENDANCE SECRETARY
- CLERK
- FINANCIAL SECRETARY
- RECEPTIONIST
- REGISTRAR
- SECRETARY TO THE SUPERVISOR OF <DEPARTMENT>
- SECRETARY – <DEPARTMENT>

GENERAL DESCRIPTION:

Performs responsible, varied clerical work requiring skills and knowledge of procedures, rules and regulations of the Millville Board of Education.

QUALIFICATIONS:

NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- High school diploma or equivalent.
- Minimum of one year of experience in typing and clerical work preferred.
- Demonstrated proficiency in oral and written communication and interpersonal skills.
- Knowledge of office methods, practices, and equipment.
- Ability to comprehend established office procedures and rules and regulations.
- Ability to maintain records and files.
- Ability to perform typing tasks accurately.
- Ability to work cooperatively with other office professionals.

REPORTS TO: Building Principal, Vice-Principal or other District Supervisor

PERFORMANCE RESPONSIBILITIES:

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Compares registers by completing forms for new student enrollment to maintain total enrollment tallies.
- Verifies accuracy of student enrollment figures by computing same and verifies all figures.
- Implements enrollments and transfers.
- Maintains student cumulative records and updates student information in district database.
- Sends transcripts, cumulative records, and health records to schools and/or other districts.
- Records and maintains student attendance, credit completion, grades, discipline, enrollments, etc.
- Assigns and tracks students on Home Instruction and schedules staff.
- Composes letters of routine nature to parents or routine letters of inquiry.
- Answers telephones and email inquiries and records messages.
- Opens and distributes mail.
- Types, records and maintains a wide variety of materials including purchase orders, field trip requests, letters, memos, reports, lists, report cards, transfer cards, awards, certificates, and other correspondence.
- Arranges and tracks all aspects of student transportation.
- Types accident reports and mails to insurance companies.
- Posts monies in school accounts and maintains records of collection.
- Assists in maintenance of financial records by logging cash disbursements and accounts receivable into general ledger and reconciles bank statement.
- Inventories materials and supplies when preparing office requisitions.
- Maintains staff records, updates database and tracks staff attendance.
- Maintains substitute files and database and contacts substitute personnel as needed for class coverage.
- Verifies inquiries of various social agencies and fills out necessary forms.

- Balances all accounts to prepare monthly treasury report of financial expenditures.
- Distributes payroll checks to staff and returns all unclaimed checks to payroll department.
- Compiles all information and data to prepare annual statistical reports for State of NJ and/or District.
- All other duties as assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions set forth in Board Policy and the Collective Bargaining Agreement between the Millville Board of Education and the Millville Support Staff and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association.

APPROVED BY:
DATE: 12/21/2009

AS 1/13/10
AB 1/19/10

OK 1/22/10