NEPTUNE TOWNSHIP BOARD OF EDUCATION
Neptune, New Jersey 07753
Job Description

SECRETARY

QUALIFICATIONS:

1. High School diploma or equivalent training.
2. Have a minimum of one year experience in general office work.
3. Good word processing skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Required criminal history check and proof of U. S. citizenship or resident alien status.

REPORTS TO:

Designated Supervisor

JOB GOALS:

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

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming telephone calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized, up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary
7. Assists and directs visitors.
8. Performs other tasks related to the efficient operation of the office as assigned.

Readopted by the Board: July 25, 2007