

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Office Secretary
CLASSIFICATION: C (12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
3. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
4. Must be able to word process accurately at an acceptable rate of speed.
5. Strong written, oral communication, public relations, and mathematical skills.
6. Minimum of two years related experience preferred.
7. Ability to work well with others, follow directions, and provide assistance with office management.
8. Ability to take and transcribe dictation, as the position requires.
9. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Building Principal / Administrator / Supervisor

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

PERFORMANCE RESPONSIBILITIES:

1. Prepares correspondence, channels incoming mail, screens telephone calls, maintains calendar of appointments, observations, evaluations, school functions, and administrative meetings.
2. Arrange and attend administrative meetings as required by principal/building administrator.
3. Performs usual office routines and distributes, prioritizes, and assists with office work.
4. Maintains an organized, up-to-date filing system.
5. Maintains accurate accounting of all financial records.
6. Prepares all monthly/annual/specialized reports as required by building administrator.
7. Provides input related to school and office supplies for budget preparation.
8. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
9. Compiles and provides data for the completion of required federal, state, and/or local reports, per assignment and makes certain that said reports are filed and/or submitted in a timely and accurate manner.

10. Conduct research on specialized subject matters, as required by building administrator.
11. Maintains confidentiality as required and appropriate.
12. Maintains regular and punctual attendance through district-provided attendance program.
13. Arranges meetings, prepares agendas and handles follow-up activities, per assignment.
14. Performs other tasks related to the efficient operation of the office and/or as may be assigned by building administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: October 20, 2009

Adopted: October 20, 2009,

Revised: January 20, 2015

Legal References:	NJSA 18A:6-7.1	Criminal history record
	NJSA 18A:16.1	Officers and employees in general
	NJSA 18A:16.2	Physical examinations; requirement
	NJSA 18A:17.2	Tenure of secretarial and clerical employees
	NJAC 6:29-7.4	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.kk