

ORANGE TOWNSHIP PUBLIC SCHOOL DISTRICT

451 Lincoln Avenue, Orange, NJ 07050

JOB DESCRIPTION CONFIDENTIAL SECRETARY

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and/or supervisors in the performance of their responsibilities.

QUALIFICATIONS:

1. Earned a high school diploma or equivalent.
2. Minimum of three years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrates excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Proficient in the use of Microsoft Office or an equivalent computer programs.
5. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Hold and maintain a valid driver's license with no serious violations (if applicable to assignment).
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidentiality.
9. Excellent integrity and demonstrate good moral character and initiative.
10. Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provides evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
12. Provides evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Passes the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meets such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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, teachers, professors, or other professional sources.
4. Employment interview.
5. Passing computer tests to verify software competencies.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Holds as confidential, all aspects of the job designated confidential by the supervisor.
2. Performs confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handles mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Ensures that all communications from the office meet proper written and oral English standards.
5. Greets visitors and answers telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintains an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arranges appointments and maintains a schedule for the administrator.
8. Assists the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Creates forms, and compiles and organizes data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
10. Arranges meeting details, prepares agendas and materials, and handles follow-up activities.
11. Orders and maintains office supplies and provide for the maintenance and repair of equipment.
12. Supervises hourly or part time clerical assistants assigned to the office.

REPORTS TO:

ASSIGNED
ADMINISTRATOR

SUPERVISES:

N/A

SALARY:

COMMENSURATE W /
EDUCATION &
EXPERIENCE

UNION AFFILIATION:

NON-AFFILIATED

EMPLOYMENT TERMS:

12 -MONTH

13. Maintains financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
14. Creates and maintains a clean, attractive, orderly, safe, and efficient office environment.
15. Recommends to the administrator improvements needed in office procedures or operations.
16. Communicates to the administrator any unusual situations. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Assists the administrator in handling interruptions and emergencies.
18. Works cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Completes mandated training programs as required by law.
20. Completes and adheres to district mandates as directed by the District Superintendent or designee; i.e. non-negotiables, bulletins, emails, goals and objectives, etc.
21. Performs any duties and responsibilities that are within the scope of employment, as assigned by the supervisor and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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 accommodations 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:

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, hear and demonstrate evidence of understanding.
4. Use close vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. 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.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or State Law.

THE ORANGE BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Revised: 1/14/2020

Revised: 1/13/2015

Revised: 3/18/2014