

# ***JOB DESCRIPTION***

***PERTH AMBOY  
BOARD OF EDUCATION***

## **Confidential Secretary**

### **Qualifications:**

1. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
2. Must possess High School Diploma or degree from an accredited university/college.
3. A minimum of 5 year secretarial experience.
4. Computer literacy essential with ability to learn multiple software programs including word, excel and PowerPoint.
5. Excellent interpersonal skills with the ability to relate to applicants, employees, students, parents, the community and general public.
6. Ability to organize and prioritize daily work and projects and meet tight deadlines.
7. Required Criminal History Check
8. Demonstrate ability and knowledge of staff evaluation process
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
11. Pass required State Mantoux/Tuberculin test and physical exam as required.
12. Possess the ability to read/write and communicate effectively in English/Spanish preferred.

### **Reports to:**

Department Administrator/ Supervisor

### **Nature and Scope of Job:**

To maintain the confidentiality of Central Office Departments and to assure the smooth and efficient operation of the offices so that the maximum positive impact on the education of the students is realized.

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## **Confidential Secretary (Cont'd.)**

### **Duties and Responsibilities**

Confidential Secretary shall do variances of the following:

- Prepare correspondence, reports, notices and recommendations for Department Administrator.
- Run/Maintain the systems 3000 HRIS system.
- Verify information for all changes, transfers, and leaves of absences, sabbaticals, resignations, retirements and new appointments of all employees based on the agenda from Board of Education meetings.
- Maintain Applitrack database for all new hire and possible applicants.
- Update all systems to ensure agenda items, and any other changes such as addresses are completed.
- Prepare purchase orders for department supplies in line with budget. Follow up and expedite orders as needed.
- Process all mandated papers for certification and employment.
- Maintain Annual Performance Review files for certified, non-certified and administrative staff.
- Coordinate and maintain Recruitment Process as it relates to placing classified ads, internal and external postings and schedule interviews.
- Maintain the Provisional Teacher Program for all certificated staff.
- Maintain the Eduphoria performance review system.
- Prepare monthly board agenda.
- Schedule appointments/ meetings and maintain calendar for department Administrator.
- Prepare adjustment sheets for Payroll department.
- Assist new employees with new hire paperwork and on boarding process.
- Manage Tuition Reimbursement /Degree change process.
- Assist in scheduling professional development for non-certificated personnel.
- Modifies or devises forms for reporting data and establishes controls for insuring accuracy of data.
- Completes reports/ surveys requested by the Department of Education.
- Preparation of budget reviews, making lists of all school and office supplies to be ordered.
- Complete assignments as needed by the Department Administrator.

### **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 or other professional sources.
4. Official college transcripts/ High school diploma.
5. Employment interview.

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## **Confidential Secretary (Cont'd.)**

### **Physical Demands, Visual Acuity and Working Conditions:**

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 accommodation 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 and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. 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.

### **Terms of Employment:**

12 month exempt salaried position. This position is nonaffiliated. Salary, benefits, and leave time as specified in the employee's individual contract. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et). The Confidential Secretary will be evaluated by the Department Administrator/Supervisor.

**Date Adopted:** May 31, 2012