

**PRINCETON PUBLIC SCHOOLS
ADMINISTRATIVE SECRETARY**

**BOARD REAPPROVED
April 23, 2019**

JOB TITLE: ADMINISTRATIVE SECRETARY
UNIT AFFILIATION: PRESSA
REPORTS TO: PRINCIPALS/CENTRAL STAFF ADMINISTRATION

QUALIFICATIONS:

Required:

- Ability to maintain confidentiality
- Ability to work independently and be able to follow through on jobs
- Ability to work efficiently while under pressure with many interruptions
- Ability to set priorities for work load
- Ability to initiate and establish new procedures
- Ability to delegate responsibility to others in office and oversee performance of same when applicable
- Ability to work well and to establish good working relationship with supervisor, staff, students, and public
- Must have above average knowledge of English grammar and writing skills
- Ability to type at a minimum of 60 wpm
- Ability to take diction at 80 wpm
- Must be familiar with general office procedures, office machines, general accounting, word processing, and filing and retrieval systems for computerized materials

Preferred:

- Interest in and aptitude for work to be performed as outlined under performance responsibilities
- High school diploma or equivalency

PERFORMANCE RESPONSIBILITY:

- A. Act in a capable manner in the absence of the supervisor, channeling inquiries, answering questions in a knowledgeable manner, etc.
- B. Review and draft routine correspondence for supervisor's signature and handle routine correspondence not requiring supervisor's signature
- C. Prepare and compile reports as required by the state, county, and other reporting agencies and maintain school attendance registers and records, where applicable
- D. Assist in the preparation and maintenance of building/office budget under supervision of administrator
- E. Maintain appointment calendar and screen calls for supervisor; routinely schedule meetings
- F. Maintain records and files and perform office duties as required
- G. When assigned to school office, be responsible for initial enrollment and orientation to the school system of new students and parents
- H. Provide receptionist services in the absence of other office personnel
- I. Perform other tasks assigned by the supervisor within the supervisor's job function

HUMAN RESOURCES MISSION STATEMENT:

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualification and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever necessary to ensure the success of the District's goals.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature of Applicant/ Employee

Date

EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER
Originally Board Approved 11/26/85