

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey

OFFICE Secretary
"Elementary School"
12 Months - Level V

QUALIFICATIONS:

High school diploma
Administrative secretarial skills
Strong computer proficiency skills
Good organizational and interpersonal skills
Required criminal history check, proof of U.S. citizenship or resident alien status,
physical appropriate tuberculosis test

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists in maintenance of office organization
2. Obtains, gathers and organizes pertinent data as needed and puts it into usable form
3. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed
4. Maintains student database
5. Places and receives telephone calls and records messages
6. Composes and prepares routine correspondence
7. Orders and maintains supplies as needed
8. Performs any bookkeeping tasks associated with the specific position
9. Proofreads materials to insure that information is correct and complete
10. Maintains a schedule of appointments and makes arrangements for conferences and interviews
11. Assigns duties to and supervises the work of clerical office personnel
12. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy
13. Operates computers, calculators, copiers and facsimile machines
14. Performs other tasks related to the efficient operation of the office as assigned

TERMS OF EMPLOYMENT:

12 Month Year

Salary and work year in accordance with the provisions of the secretarial agreement

EVALUATION:

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

APPROVED BY: 2004