

Job Description

Board of Education Woodbridge Township

Title: **Chief Secretary I, II, III**

Function: To perform efficiently all secretarial duties required in a school or administrative office, and coordinate the clerical staff of the office.

Reports to: Assigned Administrator, Principal or Supervisor

Duties, responsibilities, and authorities:

A. Duties:

1. Plan and carry to completion all secretarial/clerical duties assigned. (Handle inquiries, greet visitors, prepare forms and documents, take dictation, handle mail, answer and screen telephone calls, and perform special assignments, as required.)
2. Assist the administration in maintaining effective relationships with parents, staff members, citizens, and related business and community partners, of the Woodbridge Township School District and Board of Education.
3. Coordinate the assignments of other clerical staff.
4. Maintain required records.
5. Maintain an office equipment and supply inventory and prepare requisitions for items needed.
6. Set up and maintain records of budget accounts and expenditures.
7. Maintain a record of and schedule appointments as required.
8. Prepare and assemble all materials needed for meetings.
9. Prepare confidential reports, and other essential materials, and facilitate correspondence and other communications for the assigned central administrator.
10. Maintain advanced levels of computer literacy and skills.
11. Perform all other duties as assigned that are consistent with law, policy, and contract.

B. Professional preparation:

1. A high school diploma is required.
2. A certificate from an accredited secretarial school is preferred. A one year post secondary training course in an accredited secretarial school, or a secretarial training course in high school is required.
3. Experience in secretarial/office assistant work is required.

C. Experience/Background:

1. Successful work experience in the performance of secretarial duties, including computer proficiency, is required.
 2. Successful experience in human relations.
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D. Personal qualifications:

1. Must be mature and possess integrity.
2. Must be punctual and dependable.
3. Must have the ability to keep information strictly confidential.
4. Must be a discerning individual who presents a neat and appropriate appearance at all times.

8/09
