

Job Description

Board of Education
Woodbridge Township

Title: **Secretary I - 10 Month / 12 Month**

Function: To perform efficiently all assigned secretarial duties.

Reports to: Assigned Administrator/Principal/Supervisor

A. Duties:

1. Carry to completion all secretarial/clerical duties as assigned. (Handle basic school district inquiries, greet visitors, prepare required documents, sort and distribute mail, answer and screen telephone calls, and perform special assignments, as required.)
2. Maintain required records.
3. Keep assigned files orderly and up-to-date.
4. Perform all other duties as assigned by the immediate supervisor consistent with law, policy, and contract.

B. Professional preparation:

1. High school diploma is required.
2. Successful completion of a secretarial course in high school or at a post secondary institution 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.

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.