

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

CONFIDENTIAL SECRETARY

QUALIFICATIONS:

- Minimum of two years of college or business school
- Minimum of three (3) years experience as an executive secretary
- Ability to work under pressure and maintain the integrity and confidentiality of the office
- Possess excellent interpersonal and time/management skills
- Ability to work with the public and staff in a positive manner
- Ability to promote and supervise an efficient educational/administrative office
- Thorough knowledge of general office procedures, office practices, office machinery, word processing, computer applications, general accounting, and other general office tasks
- Ability to deal with multiple tasks/duties
- Excellent knowledge of English grammar and writing skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Superintendent, Assistant Superintendent, Business Administrator, or Director of Human Resources, as assigned.

SUPERVISES: N/A

JOB GOAL: Maintains the confidentiality and integrity of assigned office and provides the required support that enables to the administrator to accurately and timely respond to requests made by the district, community, external agencies and other governing bodies.

PERFORMANCE RESPONSIBILITIES:

1. Promotes and manages an efficient educational/administrative office.
2. Provides consistent, organized support to the office administrator.
3. Initiates and independently executes procedures, projects and research that supports the office function and with the supervisor's approval.
4. Creates an office atmosphere that promotes positive public relations and establishes good working relationships with other central office support staff, school staff, the public and other governing agencies.
5. Possesses the ability to write clean and concise memoranda, directives or letters without close supervision.
6. Maintains manuals, policy books, prepares formal documents for distribution as directed, and research materials that are pertinent to the operation of the office.
7. Possesses a thorough knowledge of board policies, regulations, administrative code or knows how to research information pertaining to such.
8. Maintains confidentiality and integrity of all office matters.
9. Prepares reports, communications, and other documents as directed by the administrator.
10. Updates, maintains, establishes and implements database systems pertinent to the office.
11. Handles delegated administrative directives; receives, investigates, disposes of simple complaints/concerns, requests for information, and any and all other simple matters brought to the office.
12. Has the capacity to carry out instructions and develop comprehensive plans with minimum to no supervision.
13. Advises immediately the administrator of any problems, concerns, and situations that may affect the district's smooth operation.

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14. Drafts, reviews, and edits routine correspondence for the administrator's signature; independently handles correspondence not requiring the administrator's signature.
15. As the administrator's representative, receives the public in person and by telephone, channeling inquiries, and answering questions in a knowledgeable manner.
16. Prepares and compiles information as required by the State, County, and other reporting agencies and maintains or monitors the maintenance of information for the reports.
17. Assists with the preparation of the office budget(s), including purchasing and monitoring the supplies, materials, equipment, etc.
18. Maintains, if requested, the appointment calendar of the administrator, schedules meetings, maintains files and records, etc.
19. Performs any and all other duties that may be assigned by the administrator.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

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 Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

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

Signature

Date

Approved: 2/28/2008

Revised: 9/9/2020