

# **RUMSON SCHOOL DISTRICT**

**Rumson, New Jersey**

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**TITLE: SECRETARY**

## **QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Designated Supervisor

**JOB GOAL:** To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

## **PERFORMANCE RESPONSIBILITIES:**

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors in the schools. Supports school security procedures.
8. Maintains confidentiality as required and appropriate.
9. Carries out the duties of student enrollment, student attendance, and substitute coverage.
10. Assists in compiling data, preparing reports, and submitting reports required by law, administrative code, and board policy.
11. Performs other tasks related to the efficient operation of the office and school/department, as assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board or the CBA where the secretary has membership in the local association.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: January 25, 2017

## **LEGAL REFERENCES:**

|                           |  |
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| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record                      |
| <u>N.J.S.A.</u> 18A:16-1  | Officers and employees in general            |
| <u>N.J.S.A.</u> 18A:16-2  | Physical examinations; requirement           |
| <u>N.J.S.A.</u> 18A:17-2  | Tenure of secretarial and clerical employees |
| <u>N.J.A.C.</u> 6A:32-6   | School employee physical examinations        |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq