

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: CONFIDENTIAL 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:

Perform secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Screens calls and inquiries that involve sensitive topics.
3. Personally handles calls involving confidential or sensitive topics.
4. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
5. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
6. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
7. Maintains a well-organized up-to-date filing system.
8. Maintains confidentiality of records and information.
9. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
10. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary.
11. Makes sure the administrator has any necessary back-up materials needed.
12. Prepares minutes when assigned.
13. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants. Supports school security procedures.
14. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
15. Coordinates travel arrangements as assigned.
16. Assists in compiling data, preparing reports, and submitting reports required by law, administrative code and board policy.
17. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
18. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

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.

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

CONFIDENTIAL SECRETARY (continued)

Approved: January 25, 2017

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6A:32-6 School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq