

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: Confidential Secretary - Personnel

QUALIFICATIONS:

1. High School graduate
2. Thorough familiarity with key computer programs including Word, Excel and Access
3. Excellent clerical and organizational skills
4. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
5. Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Director of Personnel

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 Personnel Office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence. Screens calls and inquiries that involve confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
4. Maintains personnel records of all certified and non-certified staff including but not limited to certification, evaluation, attendance, movement on guide, transcripts and other confidential records. Maintains a well-organized up-to-date filing system and CrossPointe database. Maintains confidentiality of all records and information.

5. Assists professional staff with certification applications; all new staff with fingerprint forms. Serves as notary public for fingerprint and certification applications.
6. Prepares and controls return of all employment contracts and letters of intent for all new and returning employees.
7. Assists in the hiring of substitutes teachers; receives applications; and verifies credentials.
8. Posts all job vacancies in compliance with Board Policy and negotiated agreements.
9. Prepare, process and submit to both County and State the certification and criminal clearance check documentation for all substitute teachers, support staff, certificated personnel and newly hired personnel as required by the State of New Jersey.
10. Collect data and prepare Certificated Staff Report and Staff Enrollment /Attendance Report for submittal to the State Department of Education.
11. Performs other duties as assigned for the efficient operation of the Personnel Office.

Approved: 5/12/09

JD/Central Office