

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: Confidential Secretary – Superintendent

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, and learn new skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Superintendent

JOB GOALS: To assist with the efficient operation of the Office of the Superintendent while processing confidential matters with the utmost discretion

PERFORMANCE RESPONSIBILITIES:

1. General coordination, and organization of the Superintendent's Office.
2. Prepares and files correspondence, reports, and communications relative to the responsibilities of the superintendent.
3. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings, and interviews.
4. Takes and transcribes notes and accurately prepares correspondence; prepares agendas and materials for meetings and conferences and distributes copies as directed.
5. Performs all secretarial duties (sorting of mail, photocopying, filing, ordering supplies, compiling reports) as assigned by the Superintendent.
6. Assist in preparation of budget materials.
7. Prepares purchase orders as assigned, for supplies and to renew subscriptions, various professional membership activities for the Superintendent including but not limited to AASA, NJASA, and MCASA for the Superintendent's Office.
8. Maintain the confidentiality of the position at all times, ensures the confidentiality of central office records and correspondence.
9. Ensure that all communication is processed, delivered, and transmitted as directed by the Superintendent.
10. Assumes such other related duties and responsibilities for the efficient operation of the Superintendent's Office as may be directed.

Date of Adoption: 7/24/14

JD/Central Office