

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Head Secretary

**REPORTS TO:** Principal or Designated Supervisor

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Strong interpersonal skills
4. Strong word processing skills
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Ability to maintain and reconcile a checkbook and multiple ledgers
8. Ability to multi-task
9. Good working knowledge of CrossPointe student and finance system and Microsoft office applications
10. Maintains confidentiality as required and appropriate
11. Required criminal background check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** To assure the smooth and efficient operation of the school or department office by overseeing and/or carrying out all secretarial and clerical duties, maintaining accurate records and providing for a courteous and respectful office climate

### **PERFORMANCE RESPONSIBILITIES:**

1. Greet and screen visitors to the school or office.
2. Process student registrations and transfers.
3. Open, sort and route incoming mail.
4. Answer and place telephone calls in a professional and pleasant manner.
5. Route inquiries and problems from parents and students.
6. Schedule appointments and maintain calendars for principal, director, or supervisor.
7. Maintain building use calendar and process Facilities Use Applications.
8. Establish and maintain a filing system.
9. Maintain attendance records for students and staff

10. Enter requisitions for purchases approved by the principal, director, or supervisor.
11. Enter annual building budget in CrossPointe.
12. Enter online annual supply bid orders.
13. Maintain and reconcile petty cash and/or student activities accounts.
14. Type letters, memos and documents as required by the principal, director, or supervisor.
15. Handle and organize general office work including photocopying and sending out of student, staff and parent notices.
16. Monitor office machines and make service calls as needed.
17. Under the direction of the principal, director, or supervisor assign tasks to office secretaries and office aides.
18. Maintain Fire Drill reports.
19. Assist in the training of new office staff as needed.
20. Post of Job Openings. And other pertinent information.
21. Assist school or district staff with inquiries and problems.
22. Perform such other duties as may be assigned

**ADOPTED: May 12, 2009**

#### JD/School Building Personnel

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. 6:3-4A.4 Requirements of physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.