

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Records Retention/Mail Room Secretary
- REPORTS TO:** Business Administrator/Assistant to the Business Administrator
- QUALIFICATIONS:**
1. High school diploma or equivalent training
 2. Minimum experience as determined by the Board of Education
 3. Maintains pleasant demeanor and has strong interpersonal skills
 4. Knowledge of automated office equipment, and efficient office procedures
 5. Good telephone skills and ability to communicate effectively
 6. Ability to multi-task
 7. Has good working knowledge of computers and Microsoft office applications
 8. Maintains confidentiality as required and appropriate
 9. Required criminal background check and proof of U.S. citizenship or resident alien status
- JOB GOAL:** To maintain all of the districts records in an organized, efficient manner, following all State of New Jersey statutes; sort and deliver all central office mail and collate and distribute all district mail in a timely and efficient manner; operate ID photo camera and maintain accurate computerized records

PERFORMANCE RESPONSIBILITIES:

1. Responsible for maintenance of Records Retention Room including accurate organization of all files.
2. Receive and organize files from all locations throughout district.
3. Process microfilming of student and employee records.
4. Accurately follow proper procedures for destruction of district records as required by New Jersey statutes.
5. Shred documents as needed.
6. Cover the main switchboard for the first half hour of the day.
7. Receive, organize and route all in-coming and outgoing district mail.
8. Distribute all mail within the central office.
9. Maintain the district postage meter.
10. Operate the employee identification system including picture taking and production of badges as well as ordering of badge system supplies.
11. Perform such other duties as may be assigned.

Approved: 5/12/09

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.

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