

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Secretary

REPORTS TO: Principal, Assistant Principal, Director, Coordinator or Designated Supervisor

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. 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 check book
8. Ability to multi-task
9. Has 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 carry out all secretarial and clerical duties for the smooth and efficient operation of the office

PERFORMANCE RESPONSIBILITIES:

1. Greet and screen visitors to the school or office.
2. Open, sort and route incoming mail.
3. Answer and place telephone calls in a professional and pleasant manner.
4. Route inquiries and problems from parents and students.
5. Schedule appointments and maintain calendar for Assistant principal, Director or Supervisor.
6. Maintain building use calendar if assigned.
7. Establish and maintain a filing system.
8. Maintain attendance records for students and staff if assigned.
9. Enter requisitions for purchases approved by the principal if assigned.

10. Enter online annual supply bid orders if assigned.
11. Maintain and reconcile petty cash and/or student activities accounts if assigned.
12. Type letters, memos, documents and reports as required by the Principal, Assistant Principal, Supervisor or Director.
13. Handle and organize general office work including photocopying.
14. Assist school or district staff with inquiries and problems.
15. Prepare vouchers and checks for officials for athletic events if assigned.
16. Prepare coaches' stipends and forward to payroll if assigned.
17. Prepare end of season/end of activity awards if assigned.
18. Process registrations and transfers if assigned.
19. Prepare and mail student schedules, progress reports, and report cards if assigned.
20. Update student records in CrossPointe as assigned.
21. Perform such other duties as may be assigned.

Approved: 5/12/09

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.