

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

10-12 MONTH SECRETARY

QUALIFICATIONS

1. A high degree of proficiency in typing and dictation.
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Pleasing personality and an easy manner in dealing with the public.

REPORTS TO

Building principals.

PERFORMANCE RESPONSIBILITIES

1. Takes and transcribes dictation of various types, including correspondence, reports, notices, personnel recommendations.
2. Acts as receptionist in assigned offices. Welcomes visitors and arranges for their comfort.
3. Receives and routes assigned offices incoming calls. Places and receives telephone calls and records messages.
4. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
5. Performs the usual office routines and practices associated with their assigned office.
6. Prepares Board reports/budget. (This task requires extreme accuracy and neatness in typing, copying, and assembling material. Must assist in organizing material logically. Usually done with a tight deadline.)
7. Prepares necessary correspondence. (Errors will have serious public, intra-staff and staff-board repercussions. Frequently includes confidential information that should not be released prematurely.)
8. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT

Ten-Twelve month year. Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this job will be evaluated by the building principal.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: