

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

JOB DESCRIPTION

**SUPERINTENDENT'S SECRETARY/DISTRICT
CONFIDENTIAL SECRETARY**

QUALIFICATIONS

1. High school diploma or approved equivalent.
2. Post secondary training is very desirable.
3. Minimum of five years of comprehensive related office experience.
4. Specific training in office skills including typing, bookkeeping, filing, calculating and data input.
5. Ability to type accurately at a minimum of sixty (60) words per minute.
6. Ability to transcribe recorded notes and reports of a complex nature with speed and accuracy.
7. Strong written and verbal communication skills.
8. Ability to proofread and correct own work.
9. Ability to use computer technology and office equipment efficiently.
10. Ability to maintain files of a complex nature.
11. Ability to accept and follow verbal/written direction for complex projects/tasks and work through to a successful completion.
12. Ability to interact with people with great tact, poise and courtesy.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
14. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Superintendent.

JOB GOAL

To maximize the effectiveness of the business Superintendent's Office, to facilitate the smooth operation of the district office operations, and to assist the Superintendent with reports, records retention, and human resource management.

PERFORMANCE RESPONSIBILITIES

Following instructions from the Superintendent, undertakes the functions as stated below:

1. Works in concert with the Superintendent on a wide variety of tasks necessary to forward the operation of the school district.
2. Types a wide variety of letters, communications, forms, reports and tables in a neat and accurate manner.
3. Types agendas and Superintendent's reports for monthly Board meetings.

4. Obtains, gathers and organizes pertinent data as needed and assembles it into usable form.
5. Prepares and assists in filing state reports as directed.
6. Maintains a regular filing system, including confidential personnel files, and processes incoming correspondence as instructed.
7. Interacts with candidates applying for regular and substitute positions and directs them in processing their applications for employment.
8. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
9. Insures all necessary credentials and paperwork is received and processed for all new employees of the district.
10. Places and receives telephone calls and records messages.
11. Welcomes visitors and arranges for their comfort.
12. Uses work time in a productive manner toward completion of assigned tasks and completes routine tasks by establishing timelines.
13. Performs any other tasks association with the specific position or as directed by the Superintendent of Schools.

TERMS OF EMPLOYMENT

Twelve month contract. Salary and work year to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated twice each year by the Superintendent utilizing the district's evaluation instrument.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **January 11, 1990**
 AMENDED: **June 12, 2008**
 AMENDED: **February 12, 2009**
 AMENDED: **September 22, 2011**