



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Administrative Secretary
REPORTS TO: Administrator
QUALIFICATIONS:

1. A high school diploma, college degree preferred.
2. A minimum of four years' experience in general office work.
3. Good interpersonal skills in dealing with the public.
4. Computer and typing skills as required for the job.
5. Good written and oral communication skills.
6. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The administrative secretary also supports the managerial secretary for general secretarial work in the school office. This secretary shall be qualified to assume responsibility for the performance of clerical functions during the absence of the managerial secretary. Maintenance of data bases, spreadsheets, and electronic files is an integral part of the job as well as dissemination of communications via email and written correspondence.

ESSENTIAL JOB FUNCTIONS:

1. Maintains current records and files in the form and manner prescribed.
2. Prepares reports in a timely manner and in the form described.
3. Prepares correspondence, memos and reports as required.
4. Serves as a receptionist for public, parents, pupils, and staff.
5. Performs such other duties as assigned by the managerial secretary.
6. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education