

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

SECRETARY TO THE DIRECTOR OF PERSONNEL & OPERATIONS

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Solid knowledge of office technology programs (Microsoft, Google, etc.)
3. Strong communication (oral and written) and organizational skills
4. Ability to multi-task and maintain ongoing confidentiality
5. Minimum experience as determined by the board
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Director of Personnel & Operations

JOB GOAL:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office/department.

PERFORMANCE RESPONSIBILITIES:

1. Central registration.
2. Greet Visitors at Board of Education Office.
3. Assist in preparation of budget.
4. Maintain and submit departmental vouchers.
5. Prepare Purchase Orders and inventory purchased items, including uniforms and equipment.
6. Track department attendance, including scheduling of substitutes.
7. Key FOB requests.
8. Processing new hire paperwork, including schedule psychological testing when applicable.
9. Dispatch security as necessary.
10. Distribute, sorts, open, and reads mail
11. IT Direct for Technology.
12. Assist in decimation and collection of devices.
13. Filing and maintaining confidential records
14. Performs other appropriate duties as assigned by the Director of Personnel & Operations and/or Superintendent of Schools.

TERMS OF EMPLOYMENT:

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

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EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
- N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:12 School Ethics Act
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties
- N.J.S.A. 18A:17-14 Clerks in the secretary's office
- N.J.A.C. 6A:32 District operations