

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Confidential Secretary for Personnel**

### **QUALIFICATIONS:**

1. High School Graduate, Secretarial School studies, and/or college courses
2. Associate's or Bachelor's degree preferred. Minimum of five years employment within a school setting
3. Excellent interpersonal, organizational, and oral and written communications skills
4. Detail-oriented; able to multi-task and work respectfully with staff and the community
5. Computer literate in Microsoft Office, particularly Word and Excel, in addition to Outlook and the Internet;
6. Knowledge of CDK personnel database applications preferred

**REPORTS TO:** Director of Instructional Services

### **RESPONSIBILITIES:**

1. Process all certificated and non-certificated staff, substitutes, and home instructors for employment.
2. Maintain and update the CDK personnel database for contact information, employment information, education/certification, salaries/stipends, and benefits/pension.
3. Process and track tuition reimbursement, professional development, and travel reimbursement for the entire district.
4. Type and distribute all employment contracts.
5. Enter a Personnel report, on a monthly basis, for the Board of Education Public Meeting Agenda.
6. Manage heavy traffic of new hire employees and mailings of all district material sent from Personnel to the entire district.
7. Maintain filing and confidential records management systems for all district employees.
8. Post all available positions in newspapers and the online AppliTrack Employment System.

9. Type and distribute correspondence for the Director of Instructional Services.
10. Process and submit, in conjunction with the Payroll Department, a Verification of Employment to financial institutions on behalf of employees.
11. Interact with the district's AESOP liaison to register substitute teachers.
12. In cooperation with the Supervisor of Technology, process NJSMART input and submission reports.
13. General Office duties such as telephones, mail and e-mail correspondence, purchase orders, and office supplies.
14. Update district Seniority Report on a yearly basis.
15. Provide support for the Superintendent's office as needed.