

Caldwell – West Caldwell Public Schools

Job Description

Title: **Secretary 1**

(Secretary to Principal; Secretary to Director of Special Education; Technology Secretary)

QUALIFICATIONS:

1. High School graduate
2. Two years of post-secondary training and five years' job experience as a secretary; or Graduation from a recognized secretarial skills program and two years' job experience; or Five years of successful employment as a school secretary
3. Such other qualifications as may be specified

REPORTS TO: Principal or other individual to whom assigned

RESPONSIBILITIES:

1. Supervise the office
2. Manage correspondence for administrator
3. Sort, read, and annotate incoming mail and documents; determine routing, signatures required, and maintain follow-up. Compose correspondence and reports for administrator's signature
4. Handle office telephone calls, guests, and office callers
5. Maintain filing and records management systems and other office flow procedures
6. Make arrangements for and coordinate conferences, interviews, and meetings with the administrator
7. Select and/or make recommendations for purchase of supplies and equipment; maintain budget and expense account records, financial records, and confidential files
8. Arrange for substitutes (if not arranged through district's substitute service)
9. Inform new personnel of general policies and procedures relating to general school work
10. Assist in interviewing applicants when office positions open
11. Manage distribution of school supplies to faculty and staff
12. Manage inventory and ordering of new school supplies

13. Supervise shelving of regular shipments of school supplies
14. Manage petty cash
15. Perform all other duties as assigned by administrator