

Caldwell – West Caldwell Public Schools

Job Description

Title: **Secretary 2: Secretary to Athletic Director**

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: Director of Athletics

RESPONSIBILITIES:

1. Manage transcription, typing, and correspondence for Director of Athletics
2. Sort, read, and annotate incoming mail and documents; determine routing, signatures required, and maintain follow-up.
3. Handle office telephone calls, guests, and office callers
4. Distribute Athletic Department information to student athletes
5. Manage student athlete eligibility for each season
6. Manage student athlete awards
7. Coordinate contracts for game officials
8. Manage data and reports for annual budget for Athletic Department
9. Type requisitions and place emergency phone orders when needed
10. Check deliveries against purchase orders and send to Business Office for payment
11. Distribute Bollinger insurance forms and keep records of insured students
12. Prepare insurance forms for accidents
13. File all correspondence, accident reports, etc., for Athletic Department
14. Greet and assist students, parents, and guests
15. Other duties as assigned by the Director of Athletics