

Caldwell – West Caldwell Public Schools

Job Description

Title: **Secretary 2: Secretary to Guidance Department**

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: Supervisor/Director of Guidance

RESPONSIBILITIES:

1. Manage transcription, typing, and correspondence for Supervisor/Director of Guidance
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. Record Guidance information
5. Manage student recommendations
6. Retrieve data from microfilm and Student Information System
7. File Guidance documents
8. Other duties as assigned by the Supervisor/Director of Guidance