

Caldwell – West Caldwell Public Schools

Job Description

Title: **Secretary 2: Secretary to Vice Principal**

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: Vice Principal

RESPONSIBILITIES:

1. Manage transcription, typing, and correspondence for Vice Principal
2. Sort, read, and annotate incoming mail and documents; determine routing, signatures required, and maintain follow-up. Compose correspondence and reports for Vice Principal's signature
3. Handle office telephone calls, guests, and office callers
4. Manage Student Activity accounts
5. Manage requisitions and budget accounts
6. Music Department correspondence and typing (GCMS)
7. Perform all other duties as assigned by administrator