

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** SECRETARY (NHEA)

- QUALIFICATIONS:**
1. College degree in a related field or High School diploma and secretarial training or previous experience as a secretary
  2. General knowledge of office routines and procedures
  3. Operational level office skills including: typing, word processing, filing, copying, calculator use, basic record keeping ability, ability to compose correspondence
  4. Must be proficient in Microsoft Office or equivalent software
  5. Ability to exercise independent judgment
  6. Ability to routinely lift 15 pounds at least 20% of the time
  7. Ability to complete tasks that require extraordinary attention to detail and follow through to meet deadlines and commitments
  8. Perform repetitive motions and sit for long periods of time
  9. Exhibit flexibility and ability to adapt to change
  10. Physically move, bend, lift, squat and twist to complete normal daily activities such as moving supplies, boxes or other materials
  11. Good telephone voice and manner
  12. Ability to remain confidential with student and staff matters
  13. Ability to prioritize importance of office functions
  14. A criminal history background check and proof of U.S. citizenship or legal resident alien status is required

**REPORTS TO:** Directly responsible to the administrator/supervisor of assigned department

**POSITION GOAL:**

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

**ESSENTIAL JOB FUNCTIONS:**

1. Shall perform all duties in the most efficient manner possible and interact with administrators, staff, students and the public in the best interest of the school district.
2. Receives and routes incoming telephone calls, emails and correspondence for the department.
3. Performs usual office routines including coordinating, recording and distributing paperwork, emails and information as assigned.
4. Prepares, maintains, inputs, files and reports appropriate and accurate information related to the functioning of the department.
5. Maintains a well-organized up-to-date filing system.
6. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Perform bookkeeping duties for the department as assigned, i.e., process purchase orders for the department, balance accounts, maintain records of departmental accounts, payroll reports, etc.
8. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
9. Assists and directs visitors to the department.
10. Maintains confidentiality as required and appropriate.
11. Willingness to substitute for other secretarial staff as needed and/or requested.
12. Handle mail and correspondence for the assigned office.
13. Greet visitors and answer telephone calls in a pleasant and efficient manner.
14. Order and maintain office supplies.
15. Create and maintain a clean, attractive, orderly, safe and efficient office environment.
16. Display ethical and professional behavior in working with everyone who communicates or is associated with the office.
17. Adhere to New Jersey school law, State Board of Education regulations, Northern Highlands School district Board of Education policies and regulations as well as

contractual obligations.

18. Performs other tasks related to the efficient operation of the office as assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17