



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

I Title: Confidential Secretary

II Qualifications:

- A. High school diploma or equivalent training
- B. Minimum experience as determined by the board
- C. Good word processing skills
- D. Knowledge of automated office equipment and efficient office procedures
- E. Good telephone skills and ability to communicate effectively
- F. Required criminal history check and proof of U.S. citizenship or resident alien status

III Primary Function: Perform challenging secretarial and clerical duties entailing a high degree of responsibility, discretion, and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

IV Reports to: Superintendent or Business Administrator, as appropriate.

V Major Duties and Responsibilities:

- A. Personally handles calls and correspondence involving confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
- B. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
- C. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
- D. Maintains a well-organized up-to-date filing system. Maintains confidentiality of records and information.
- E. Access and maintain locked, confidential files concerning personnel matters, negotiations issues, and grievances.
- F. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
- G. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured, and accessible for immediate use by administrators.
- H. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the district as assigned.

CONFIDENTIAL SECRETARY

- VI **Terms & Conditions of Employment:** Salary and work year to be determined by the Board.
- VII **Compensation and Benefits:** As per contract.
- VIII **Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.