



UPPER SADDLE RIVER SCHOOLS
Upper Saddle River, NJ 07458

JOB DESCRIPTION

- I Title:** 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:** To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.
- IV Reports to:** Designated Supervisor
- V Major Duties and Responsibilities:**
- A. Receives and routes incoming calls and correspondence.
 - B. Performs usual office routines.
 - C. Types correspondence, notices, and reports.
 - D. Maintains a well-organized up-to-date filing system.
 - E. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
 - F. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
 - G. Assists, logs in, and directs visitors to the schools.
 - H. Maintains confidentiality as required and appropriate.
 - I. Performs other tasks related to the efficient operation of the office as assigned.
- VI Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.
- VII Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.