

# LACEY TOWNSHIP SCHOOL DISTRICT

## Secretary

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**JOB TITLE:** Secretary

**REPORTS TO:** Designated Supervisor

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

**FLSA STATUS:** Non-exempt

### QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Knowledge of Microsoft Office and Google applications

### RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machines and utilizes district systems necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.

**TERMS OF EMPLOYMENT:** Pay and work year to be established by the Board of Education.

## Secretary (continued)

### **EVALUATION:**

Performance of responsibilities will be evaluated in accordance with established procedure.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, stand, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Approved by:

Lacey Township Board of Education

Revised:

Date Approved:

February 18, 2020

### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-2	Tenure of secretarial and clerical employees
N.J.A.C. 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.