

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: **CONFIDENTIAL SECRETARY TO BUILDINGS
AND GROUNDS DIRECTOR AND SCHOOL
BUSINESS ADMINISTRATOR**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing and computer skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status
7. Good interpersonal skills

REPORTS TO: School Business Administrator or Director of Buildings and Grounds.

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

Specific Duties and 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 necessary to complete reports and clerical work required in the operation of the office.
6. Assists with mail.
7. Manages facility usage including night time events.
8. Manages the milk receipts.
9. Maintains confidentiality as required and appropriate.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

BOARD APPROVED:

9/7/10