

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

JOB DESCRIPTION

- TITLE:** EXECUTIVE CONFIDENTIAL SECRETARY TO SCHOOL BUSINESS ADMINISTRATOR
- QUALIFICATIONS:**
1. High school diploma; secretarial training
 2. Minimum experience in general or school office work as determined by the board
 3. Knowledge of automated office equipment and excellent word processing and secretarial skills
 4. Strong analytical, communication and human relations skills
 5. Ability to understand the need to be discreet when dealing with sensitive information
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- REPORTS TO:** School Business Administrator
- SUPERVISES:** Staff assigned to the Business Administrator's Office
- JOB GOAL:** To serve as the Business Administrator's confidential secretary; supervise all administrative secretarial duties in the Business Administrator's office.

Specific Duties and Responsibilities:

1. Receives and routes incoming calls and correspondence. Screens calls and inquiries that involve sensitive topics. Personally handles calls involving confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
4. Maintains a well-organized up-to-date filing system. Maintains confidentiality of records and information.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up

materials needed. Prepares and maintain the official minute book of the Board of Education.

7. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
8. 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.
9. Coordinates travel arrangements as assigned.
10. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.
11. Assists in preparation of the Annual School Election as directed by the School Business Administrator.
12. Updates and maintains Policy Book for the District.
13. Performs other related duties as may be assigned by the Business Administrator

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board.

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

APPROVED: 9/7/2010