

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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4044 Confidential Secretary
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JOB TITLE: CONFIDENTIAL SECRETARY - HUMAN RESOURCES

REPORTS TO: Administrator in Human Resources

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary – Human Resources shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary - Human Resources shall be employed under the following terms:

1. Work year of ten or twelve months, depending upon position.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary – Human Resources shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.

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2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.
5. Demonstrate willingness to substitute for other confidential secretaries as needed and/or requested.
6. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
7. Ensure that all communications from the office meet proper written and oral English standards.
8. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
9. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
10. Arrange appointments and maintain a schedule for the administrator.
11. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
12. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
13. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
14. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
15. Order and maintain office supplies and provide for the maintenance and repair of equipment.
16. Supervise hourly or part time clerical assistants assigned to the office.
17. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.

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18. Recommend to the administrator improvements needed in office procedures or operations.
19. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
20. Assist the administrator in handling interruptions and emergencies.
21. Review, edit and input certificated staff report for the entire district.
22. Process all administrator appointments and new hires. Also enroll them in the residency program if they are going the alternate route.
23. Run a ledger on all Human Resources accounts to justify spending and preventing any overage.
24. Process and prepare all Personnel Transaction Forms and letters for all terminations, suspensions and reassignments. Also prepare all letters for the individuals.
25. Process all non-tenured and tenured evaluations for all district employees. Also responsible for making sure that they are placed in their personnel files.
26. Prepare all non-renewals and withholding of increments letters to be signed by the Superintendent and hand delivered to the individuals.
27. Prepare all psychiatric or medical examinations. Prepare letters and schedule the appointments for them.
28. Track all outgoing actions, memos and transfer requests that are either sent out from Human Resources or received in Human Resources.
29. Assist any administrator who contacts the Director of Human Resources when he/she is not available.
30. Prepare actions for Assistant Superintendents for reorganization.
31. Assist in the state audit of all employee files.
32. Process all verifications that come in through the mail or via telephone for current and past employees.
33. Process all retirement and resignation letters that are received in the Human Resources Department.
34. Provide coverage for the reception area and switchboard.

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35. Assist in other duties designated by the Superintendent, Deputy Superintendent, Assistant Superintendent of Human Resources, and Director or Assistant to the Director of Human Resources.
36. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
37. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
38. Attend required staff meetings and serve, as appropriate, on staff committees.
39. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
40. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
41. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
42. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
43. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
44. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

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1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary – Human Resources in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Approved

Date