

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

Confidential Secretary

JOB TITLE: CONFIDENTIAL SECRETARY – TALENT ACQUISITION AND DEVELOPMENT

REPORTS TO: Assistant Superintendent/Chief Talent Officer

SUPERVISES: N/A

NATURE AND SCOPE OF JOB: The Confidential Secretary for Talent Acquisition and Development 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 for Talent Acquisition and Development shall:

1. Hold a High School Diploma
2. Have a minimum of five years of successful experience in a related secretarial or office position
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. Demonstrate proficiency in Microsoft Office Suite.
5. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Hold and maintain a valid driver's license with no serious violations.
9. Demonstrate ability to work independently.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
12. 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.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Confidential Secretary for Talent Acquisition and Development shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for Confidential employees.
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 for Talent Acquisition and Development shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
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 agenda and materials and handle follow-up activities.
14. Attend all required Board Committee Meetings and prepare minutes.
15. 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.
16. Order and maintain office supplies and provide for the maintenance and repair of equipment.
17. Create and maintain a clean, attractive, orderly safe and efficient office environment.
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. Prepare all Rice Notices for Board Meetings.
22. Prepare the Board Agenda.

23. Prepare all non-renewals and withholding of increments letters to be signed by the Superintendent.
24. 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.
25. 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 disciplinary action including termination.
26. Participate in appropriate professional development and attend all required meetings.
27. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
28. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations and school regulations and procedures.
29. Perform other related duties as assigned by the Assistant Superintendent/Chief Talent Officer.

EVALUATION

The Confidential Secretary for Talent Acquisition and Development shall be evaluated in accordance with Board of Education Policy.