

**LONG HILL TOWNSHIP PUBLIC SCHOOLS
SECRETARY JOB DESCRIPTION**

TITLE: Secretary – School or Special Services

QUALIFICATIONS: High school diploma; good secretarial skills and ability to initiate and maintain workflow.

REPORTS TO: Building Principal or Supervisor

JOB GOAL: To act as a personal secretary to the Principal or Supervisor and to aid in ensuring a smooth running office.

PERFORMANCE RESPONSIBILITIES:

1. Performs secretarial duties such as, but not limited to, typing, filing and general record keeping.
2. Initiates and maintains workflow.
3. Prepares data as requested for budget.
4. Handles student enrollment, attendance and other reporting requirements.
5. Maintains accurate files and records according to standard operating procedures.
6. Prepares purchase requisitions as required.
7. Maintains petty cash fund.
8. Prepares and distributes information to teachers and parents as required.
9. Works cooperatively with all clerical and professional staff throughout the district.
10. All other duties or tasks assigned by the principal or supervisor which are appropriate to the job responsibility.

EVALUATION:

Performance of this job will be evaluated annually by the Principal or Supervisor.

Reviewed and readopted: June 11, 2012
Adopted: December 2007