

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **GENERAL SECRETARY**

Reports to: Designated Administrator

Qualifications:

1. High School Diploma.
2. Minimum of two years' related work experience.
3. Good typing, word processing, data base, mail merge and computer skills.
4. Knowledge of office equipment office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Good organizational skills.
7. Must work well with others, including other secretarial staff, instructional and support staff, students and public.
8. Demonstrates sensitivity to cultural diversity.
9. Maintains the physical and mental capacity to perform the functions of this job.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Note: This job description will apply when a specific job description is absent for a secretarial position. It is designed to show a minimum outline of qualifications and performance responsibilities. Each secretarial position is unique to the office in which the secretary works. The job description will expand greatly and be more specific for each individual's assignment.

Employment Terms:

12 Months, unless specified as different

Job Functions and Responsibilities:

1. Receive, log and route incoming calls and correspondence.
2. Perform usual office routines.
3. Type correspondence, notices and reports.
4. Maintain a well-organized up-to-date filing system.
5. Operate all business machines, including copiers and computers, necessary to complete reports and clerical work required in the operation of the office.
6. Arrange meetings, prepare agendas and handle follow-up activities as necessary.
7. Assist, log in, and direct visitors throughout the buildings when directed.
8. Maintain confidentiality as required and appropriate.
9. Perform all other duties as assigned.

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Evaluation:

Performance of this job will be evaluated in accordance with provisions of the collective bargaining agreement, board policy and State regulations with a minimum of 3 times per year prior to tenure and once per year upon receiving tenure.

Approved

Date

First Reading Board of Education: November 3, 2015