



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Confidential Secretary
Department: Human Resources or Finance
Reports To: Director of HR or Business Administrator/Comptroller
Salary Guide: Non-Affiliate B; Twelve-month Position
Prepared Date: 19 October 2021

Position Summary: The Confidential Secretary performs all secretarial and confidential work as assigned by administration in the Human Resources or Finance department. The particular position is reserved for secretaries who, in addition to regular duties, may be designated to assist with information associated with labor negotiations and collective bargaining.

Qualifications: Associates degree; a minimum of one to two years of related experience and/or training; or equivalent combination of education and experience.

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have the ability to prioritize work with minimal supervision, and demonstrate experience with independent projects and tasks. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Confidential Secretary has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following:

Essential Duties and Responsibilities

- Coordinates the efficient workflow of the office relative to the responsibilities of the assistant superintendent, business administrator or the human resources director.
- Prepares or assists in the preparation of correspondence, reports and documents, including, but not limited to legal documents, insurance programs, grants, resolutions, notices, agendas, and minutes.

- Coordinates the calendar of the administrator and independently schedules appointments. Arranges meetings, interviews, and district wide administrative activities, programs, events or conferences and arranges for facilities and caterer, issues information or invitations, coordinates speakers, and controls event budget.
- Screens telephone calls and correspondence and responds independently when possible. Acts as liaison between the office and staff in screening and routing inquiries and requests.
- Transcribes dictation, composes and prepares confidential correspondence, reports, spreadsheets, grants, presentations and other complex documents.
- Acts as custodian of confidential documents and records and executes administrative policies determined by or in conjunction with other officials.
- Research materials in order to resolve confidential matters.
- Analyze financial and other data for projections and reports.
- Maintains a regular filing system, as well as confidential locked files and processes incoming correspondence to be filed as instructed.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel related meetings and accompanies supervisor when required.
- Performs all other duties that may be assigned.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 10/19/2021

CERTIFIED BY: C. L. Comella
Director for Human Resources

