

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### CONFIDENTIAL SECRETARY

#### QUALIFICATIONS:

1. High School Diploma, required.
2. Demonstrated above average proficiency with computer software for word processing and data base management.
3. Demonstrated ability to maintain confidentiality.
4. Ability to create routine memoranda.
5. Above average dictation and transcription skills.
6. Ability to work in a high pressure and extremely fast-paced environment.
7. Excellent English grammar skills.
8. Knowledge of and skill in the use and care of state-of-the-art computers, computer peripherals, and other types of office machines and equipment.
9. Excellent communications skills
10. Excellent interpersonal skills.
11. Demonstrated excellent organizational skills.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Review, sort, and route incoming correspondence for the Assistant Superintendent.
2. Prepare letters for signature of the Assistant Superintendent, as directed.
3. Develop and oversee official file system.
4. Prepare memoranda, reports, and summaries, as directed.
5. Compile/coordinate the classified and certificated items for the Personnel Matters for the Board agenda.
6. Prepare reports and other correspondence to cabinet members, as directed by the Assistant Superintendent.
7. Work with Assistant Superintendent to prepare, research, and review items for collective bargaining.
8. Preparation of background negotiations, information and data for the Superintendent and the Board.
9. Preparation of scattergrams for bargaining units.
10. Preparation and maintenance of files with respect to grievances filed with the Superintendent, including the Superintendent's responses thereto.
11. Preparation of materials related to contract negotiations and contract administration.
12. Maintain contract distribution to all district unions.
13. Prepare all correspondence to union leadership.
  - a. Maintain schedule of tasks to be performed by administration, per respective bargaining agreement.
  - b. Maintain collective bargaining schedule.

#### PERFORMANCE RESPONSIBILITIES (continued):

- c. Work with the Legal Secretary in the Legal Department to maintain collective bargaining information.
  - d. Work with Assistant Superintendent to ensure collective bargaining Memorandum of Agreement items are accurately produced in the written agreement.
14. Screen calls to the office to ascertain reasons for calling, and properly redirects the call.
  15. Maintain and schedule appointments on a daily calendar for the Assistant Superintendent.
  16. Schedule and make necessary arrangements for meetings, as directed.
  17. Gather and maintain all reports, documents, and related materials for district affirmative action activities and coordinates completion of required forms.
  18. Assist the Assistant Superintendent with completing staff performance evaluations.
  19. Serve as contact person with the general public and resolves concerns; screen messages and update Assistant Superintendent on such matters, as directed.
  20. Attend special meetings and other proceedings with the Assistant Superintendent and serves as recorder of the proceedings.
  21. Brief Assistant Superintendent on a daily basis regarding calendar and schedule.
  22. Compile information for annual reports.
  23. Type and transcribe minutes of Human Resources staff meetings.
  24. Disseminate directives and information to school and central administrators at the direction of the Assistant Superintendent.
  25. Work on any special assignments as designated by the Assistant Superintendent.
  26. Assist Human Resources Manager in managing office staff.
  27. Performs such other duties related to the operation of the Human Resources Department as assigned by the Assistant Superintendent.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months position

**BARGAINING UNIT:** CSCTY

**SALARY:** \$59,225 annually

**STATUS:** Hourly\_\_\_\_ Salaries\_\_\_\_  
Exempt\_\_\_\_ Non-Exempt\_\_\_\_

**EVALUATION:** Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

**Board Approved**  
**7/1/1992**

Board Approved  
October 26, 2015