

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Business Office Secretary -CONFIDENTIAL

QUALIFICATIONS:

1. Two years secretarial experience; accounting background a plus.
2. Excellent secretarial skills, including word processing, typing and communication skills.
3. Knowledge of all office equipment including computers, copiers, postage and fax machines.
4. Ability to maintain confidentiality.
5. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Business Administrator

JOB GOAL: To ensure the efficient performance of the Business Office.

PERFORMANCE RESPONSIBILITIES:

1. Helps sort and distribute Central Office mail on rotating basis with fellow departments.
2. Attends to Business Office visitors.
3. Receives Business Office phone calls and records messages.
4. Places and receives telephone calls for the Business Administrator and records messages as applicable.
5. Maintains the Business Administrator's and Board calendar and schedules appointments, meetings, due dates, etc.
6. Assists with correspondence of the Business Administrator and maintains files.
7. Manages reorganization of Board of Education meetings and renewal of services.
8. Posts and manages Board of Education meeting notifications and advertisements.
9. Proofreads, duplicates and distributes Board meeting agenda, related documents, and minutes, hard copy packet and e-packet, and correspondence as well as committee minutes and agendas; posts board agenda and minutes online
10. Coordinates Board member attendance at conventions, mandated trainings and workshops.
11. Manages Board vacancies and new member orientation.
12. Assists in the preparation of bid packets.
13. Responsible for updating district Biosecurity, Transportation and Safety manuals.
14. Coordinates and assists with district record retention schedules.
15. Assists in preparation for and completion of annual school district audit.
16. Provides support in the coordination of facility use.
17. Develops purchase orders for Business Office.
18. Prepares agendas and minutes for and participates in the District Safety Committee and District Security Committee.
19. Assists Business Office with security contracts, communication and approval (i.e. Class III officers).
20. Compiles, maintains, and communicates/distributes strategic, confidential (negotiations) materials and budgetary information, including without limit cost information, analysis and review.
21. Assists in the handling/processing of grievances, as needed.
22. Serves as District Notary Public.
23. Any other duties and responsibilities as assigned by the Business Administrator.

TERMS OF

EMPLOYMENT: Salary for a 12-month work year.

EVALUATION: Performance of this job will be evaluated annually by the Business Administrator in accordance with the board's policy on evaluation of non-certified staff.

APPROVED BY: Flemington-Raritan Board of Education **REVISED:** 5/21/12

APPROVED: 6/28/10, 2/28/11, 6/20/11, 5/17/12, 8/20/12, 9/15/15, 11/22/21