

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: **Secretary/Receptionist**

Qualifications: 1. High School Diploma or equivalent. 2. Prior secretarial experience preferred. 3/ Knowledge of basic office procedures, record keeping and phone protocols. 4/ Demonstrated ability for phone communications, mailing technologies and basic computer use. 5/ Demonstrated ability for customer service and public relations. 6/ Excellent listening, verbal, written communication and organizational skills. 7/ Demonstrated ability to successfully work within a team of people. 9/ Demonstrated aptitude or competence for assigned responsibilities. 10/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US. 11/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Central Office Administrators

Job Goal: To assure the efficient and effective operation of the assigned office so that a positive impact on the education of pupils, the experience of those visiting the schools and the work conditions for staff can be realized.

Performance Responsibilities: 1/ Performs the usual office routines and secretarial functions associated with a busy yet productive and smoothly run office. 2/ Performs all secretarial functions required by the assignment. 3/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner; 4/ Take and deliver messages or transfer calls to extension or voice mail when appropriate; 5/ Answer questions about organization and provide callers with address, directions, and other information; 6/ Appropriately welcome on-site visitors, determine nature of business, and announce visitors to appropriate personnel; 7/ Monitor visitor access seek assistance when required; 8/ Update meeting room availability and assigned electronic calendars; 9/ Receive, sort, and route mail and publications; 10/ Order, receive, and maintain office supplies for assigned equipment; 11/ Create and print fax cover sheets, memos, correspondence, reports, and other document when necessary; 12/ Perform other clerical duties as needed, such as filing, collating, photocopying, and assisting with mass mailings; 13/ Maintains and updates the staff listings, directories and sign-in sheets as assigned. 14/ Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality of school, school district and Board of Education information and records. 15/ operates within the parameters of all board policies, administrative directives and state/federal laws and regulations 15/ Other duties as assigned.

Terms of Employment: Level and term of contract as approved by the board;
Salary and benefits as per the agreement Montclair Education Association.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established: 1973, revised 1987,1994, 2006, 2011