

GALLOWAY COMMUNITY CHARTER SCHOOL

TITLE: **CONFIDENTIAL SECRETARY**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum two years experience
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Pupil Services Supervisor

JOB GOAL:

Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence. Screens calls and inquiries that involve sensitive topics. Personally handles calls involving confidential or sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
2. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
3. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
4. Maintains a well-organized up-to-date filing system. Maintains confidentiality of records and information. 5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned.
7. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
8. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
9. Coordinates travel arrangements as assigned.
10. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

TERMS OF EMPLOYMENT: Part-Time

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

DATE of POSTING: 12/6/11
DEADLINE: 12/30/11