

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Education Services Secretary

QUALIFICATIONS:

1. Demonstrated competency in word processing, computer skills and aptitude to fulfill performance responsibilities.
2. Demonstrated organizational, communication and interpersonal skills.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction

JOB GOAL: To provide support services for the efficient and effective operation of the Commission's programs for the maximum benefit of member districts.

PERFORMANCE RESPONSIBILITIES:

1. Maintains attendance records for all employees including notification of administrators of absentees on a daily basis and preparation of attendance reports as directed.
2. Maintains personnel records, professional development files and daily schedules for all instructional staff.
3. Maintains computer data-base for meridian enrollment for PL 192-193 programs.
4. Prepares purchase orders approved by the Director of Instruction.
5. Receives and verifies deliveries of educational and central office supply orders and recommends payment.
6. Assists with the computer data entry of 407-1 applications for PL 192-193 programs.

7. Maintains back-up tapes for the computer fileserver.
8. Provides phone coverage for the Education Office.
9. Schedules appointments and makes reservations and accommodations for conventions and/or conferences for the Director of Instruction.
10. Prepares and disseminates reports and other documents as required.
11. Performs all typing and other clerical and secretarial tasks as necessary.
12. Performs any other tasks or duties assigned by the Superintendent or Director of Instruction.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval

Initial: 4/6/2005

Revised: 2/7/2007