

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

JOB DESCRIPTION

TITLE: Executive Secretary

QUALIFICATIONS:

1. Demonstrated secretarial, communication and interpersonal skills and aptitude for organization and detail to fulfill performance responsibilities.
2. Demonstrated technology skills including proficiency in the use of Microsoft Word, Excel and Access.
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: Superintendent and School Business Administrator/Board Secretary

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. Performs all typing, filing and other clerical and secretarial tasks as necessary.
2. Prepares and distributes all legal notices.
3. Transcribes minutes of board meetings.
4. Administers the Aid-in- Lieu of Transportation Program including data base management, correspondence, payment and billing documentation and responding to all inquiries.
5. Maintains records of all tuition students including contracts, attendance dates and billings.
6. Prepares, mails and maintains records of all correspondence regarding contracts with districts for P.L. 192-193 including approvals of all teachers, vans and mobile classrooms by the County Superintendent.
7. Prepares and disseminates reports and other documents as required.

8. Develops and maintains spreadsheets and data bases for accurate storage and retrieval of data.
9. Opens and forwards incoming mail.
10. Processes outgoing mail including all record keeping of postage expense.
11. Coordinates all reservations and accommodations for workshops, conferences and meetings for the Superintendent and Business Administrator/Board Secretary.
12. Greets visitors and answers telephone, determines needs and responds appropriately or directs them to appropriate staff.
13. Performs any other tasks or duties assigned by the Superintendent or Business Administrator/Board Secretary.

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 Approved: 4/6/2005