

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

**JOB DESCRIPTION**

**TITLE:** Special 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 and Supervisor of Special Services

**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 records of students enrolled in Commission programs and who receive special services from the Commission.
2. Prepares, mails and maintains records of special services work assigned and completed by independent contractors and Commission employees.
3. Reviews and verifies vouchers and timesheets from independent contractors and Commission employees and submits them to the Supervisor of Special Services for approval and to the business office for payment.
4. Maintains contract files and required documentation for independent contractors providing evaluations and related services.
5. Responds to and maintains records of all inquiries and communications regarding special services, homebound instruction and other Commission programs.
6. Maintains records of evaluations, related services, homebound instruction and other Commission programs including contracts, required documentations, work assigned and completed, and billing for services provided.

7. Maintains and monitors records of time-lines of ongoing Child Study Team evaluations and notifies the Supervisor of Special Services of impending violations.
8. Maintains computer database for special services, homebound instruction and other Commission programs.
9. Compiles order and sample forms for Special Services print bid.
10. Prepares and disseminates reports and other documents as required.
11. Performs all typing and other clerical and secretarial tasks as necessary.
12. Assists Lab Coordinators as needed.
13. Performs any other tasks or duties assigned by the Superintendent, Director of Instruction or Supervisor of Special Services.

**TERMS OF EMPLOYMENT:** Eleven 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:** 9/6/2006  
**Revised:** 5/5/2010