

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Secretary (Group III)
Position

REPORTS TO: Location Administrator

RESPONSIBILITIES:

A Group III secretary works under the supervision of the location administrator and is responsible for a staff of secretaries and/or clerk typists in a school building or administrative office.

QUALIFICATIONS:

- 1) Must have a secondary school diploma or its recognized equivalent
- 2) Three (3) years of satisfactory experience as a secretary
- 3) Demonstrated ability to type 50 words per minute, utilizing MS Office Word
- 4) Demonstrated ability to take dictation at 80 words per minute and produce a mailable transcript
- 5) Ability to work independently
- 6) Ability to follow directions
- 7) Ability to use proper telephone techniques
- 8) Satisfactory interpersonal skills
- 9) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
- 10) Such alternatives to the above as the Board of Education may find appropriate and acceptable
- 11) Required criminal history background check and eligibility to work in the United States
- 12) All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

Job Description for Secretary (Group III)

- 13) Demonstrated ability to perform the essential duties in the area of responsibility with reasonable accommodation.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials
via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten (10) or Twelve (12) month work-year

SALARY RANGE:

Negotiated Bargaining Agreement between the EOBOE and the EORPA

Approved by the East Orange Board of Education: August 11, 2020

Revised July 22, 2020