

**WEST NEW YORK SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** SECRETARY/CLERK

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively

**REPORTS TO:** Principal and/or his/her designee

**JOB GOAL:** To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

**PERFORMANCE RESPONSIBILITIES:**

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

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

I CERTIFY THAT THIS IS A TRUE AND ACCURATE  
COPY OF SAID RESOLUTION PASSED BY THE  
WEST NEW YORK BOARD OF EDUCATION ON:

**APPROVED BY:** \_\_\_\_\_

**DATE:** 12/12/00

Job Title
SECRETARY - ADMIN ASSISTANT
SECRETARY - ACCTS PAYABLE CLERK
SECRETARY - ADMIN ASSISTANT
SECRETARY - ADMIN ASSISTANT
SECRETARY - ADMIN ASSISTANT
SECRETARY - ADMIN ASSISTANT
SECRETARY - ADMIN ASSISTANT
SECRETARY - ADMIN ASST-BUSINESS
SECRETARY - ASST PAYROLL SUPRV
SECRETARY - ATTENDANCE CLERK
SECRETARY - CERT/SUB TCHR COORD
SECRETARY - IS-ADMIN ASST
SECRETARY - PURCHASING CLERK
SECRETARY - RECEPTIONIST
SECRETARY - REGISTRATION CLERK
SECRETARY - REGISTRATION CLERK
SECRETARY - REGISTRATION CLERK
SECRETARY - SCHOOL ADMINISTRATION
SECRETARY - SECRETARY(CABINET)
SECRETARY - SECRETARY(CABINET)
SECRETARY - SECRETARY(CABINET)
SECRETARY - SECRETARY(CABINET)
SECRETARY - SECRETARY-ADMIN
SECRETARY - SECRETARY-ATTENDANCE
SECRETARY - SECRETARY-ECH
SECRETARY - SPECIAL SVS CLERK
SECRETARY - SPECIAL SVS CLERK
SECRETARY-ATTENDANCE