



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: CONFIDENTIAL SECRETARY HUMAN RESOURCES

QUALIFICATIONS:

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum of five years of experience as a secretary or in a similar position.
4. Demonstrated proficiency in oral and written communication, organizational and interpersonal skills.
5. Clerical aptitude; dictation and transcription experience; competence in the use of a computer and knowledge of office-related software programs.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOALS: To work with the superintendent in **coordinating and monitoring the state and district health benefits and retirement plans and programs and** in facilitating the district's personnel practices such as processing leave requests, maintaining personnel files, following-up board actions related to personnel, compiling personnel data for state and federal reports and other personnel-related activities. **To assist the Administrative Assistant for Special Projects and the Executive Secretary to the Superintendent as required and as needed.** To handle tasks assigned by the superintendent to contribute to the efficient operation of the Central Office.

PERFORMANCE RESPONSIBILITIES:

1. **Work Performance**
 - a. **Coordinates and monitors the district's health benefits program.**
 - b. **Processes paperwork for district employees to facilitate their retirement.**
 - c. **Responds to all benefits claims and inquiries and attempts to resolve same.**
 - d. **Coordinates annual open enrollment.**
 - e. **Monitors applicable laws, IRCA, COBRA, ADA, LSA.**
 - f. **Implements plan changes.**
 - g. **Prepares appropriate and relevant employee communications.**
 - h. **Acts as district liaison for Employee Assistance Program and coordinates various Employee Wellness Programs.**
 - i. Maintains the personnel files of the district and updates the files in accordance with established timelines and procedures.
 - j. Compiles data and prepares state and federal reports relating to personnel issues and other topics assigned by the Superintendent.
 - k. **Maintains confidentiality as required when dealing with sensitive information and materials while assisting the superintendent, administrative assistant and executive secretary to the superintendent in preparing for board of education meetings.**
 - l. Follows up all board actions related to personnel including, but not limited to (1) preparing and disseminating letters for appointments, retirements, transfers, etc.; (2) preparing and disseminating contracts; (3) updating a list of new staff for the superintendent, business administrator /board secretary, assistant superintendents and other specified personnel; (4) updating a list of all staff on leaves; (5) maintaining a list of the year's retirees; and other actions.
 - m. Types, duplicates, distributes, and files all documents pertaining to personnel.
 - n. Maintains a list/database of all positions/personnel in the district and updates this list after each board meeting.

- o. Generates Schedule "B" letters and contracts; maintains/updates database of positions.
- p. Provides suggestions to the Superintendent concerning the streamlining of the personnel reporting and record retention process.
- q. Assists in the preparation and dissemination of advertisements for available positions and prepares purchase orders for payment.
- r. Performs office routines such as sorting mail, operating duplicating and other equipment, answering/responding to telephone calls, and others.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. **Demonstrates a capacity for dealing with confidential matters and sensitive materials when assisting the administrative assistant and executive secretary on an as needed basis.**
- c. Demonstrates an openness to discuss suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.
- g. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- h. **Demonstrates sensitivity to the needs of district employees when attempting to resolve claims and disputes and/or discussing situations of a confidential nature.**

3. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

Attends workshops and seminars relevant to the area of Human Resources, including changes in federal and state laws, and developing guidelines and policies for the district's human resources programs.

4. School/Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

5. Other

Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel

SOURCE:

DATE: