

**Confidential Secretary-Secretary to the School
Business Administrator/Board Secretary**

Branchburg Township School District

Branchburg, New Jersey

- I. Title:** Confidential Secretary-Secretary to the School Business Administrator/Board Secretary
- II. Qualifications:**
- High School graduate or equivalent
 - A minimum of three years' job experience as a secretary.
 - Ability to type with reasonable accuracy at a minimum of 60 words per minute.
 - Working knowledge of basic office procedures, Word, Excel, Google applications, PowerPoint, common office equipment, and machines.
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- III. Reports To:** Business Administrator/Board Secretary
- IV. Job Goal:** To assist the Business Administrator/Board Secretary as directed and to contribute to the efficient operation of the Business Office.
- V. Performance Responsibilities:**
- A. Secretarial Duties:
- Handle typing and word processing requirements that include correspondence, reports, notices, etc.
 - Handle telephone requirements and respond to requests for pertinent information.
 - Review, sort, and process Business Administrator/Board Secretary's mail.
 - Prepare Minutes of all meetings of the Board of Education.
 - Prepare purchase orders and disbursements, maintain necessary records and reports for vision reimbursements, health insurance and other administrative and Board expenses as necessary.
 - Prepare and make bank deposits.
 - Process orders in absence of Accounts Payable secretary.
 - Serve as back up receptionist to Accounts Payable as needed.
 - Assist in preparation and procession of the annual budget, as needed.
 - Perform miscellaneous requirements associated with the Annual School Election.
 - Handle reservation arrangements for conferences and seminars for Board members and the Business Administrator/Board Secretary.

- Responsible for maintenance and upkeep of Postage Machine and make sure funds are always available.
- Responsible for ensuring all Board Members have completed their mandated training and Ethics paperwork.
- Handle any copier matter/service calls.
- Prepare the Finance section of Board Agendas. Prepare agenda in absence of Executive Assistant to the Superintendent.
- Perform such other miscellaneous duties as may be assigned.

B. Health Benefits:

- Update health benefits in Systems 3000 Personnel module so that benefits reports can be easily and accurately generated.
- Transition district employees to a new healthcare carrier by arranging for information meetings with Horizon Blue Cross Blue Shield and Integrity Consulting representatives at all three schools and the Transportation Department.
- Ensure all employees, retirees, and dependents to age 31 complete and return enrollment forms to properly enroll in the Horizon system.
- Explain coverage options and enroll new district employees in medical, dental and prescription plans.
- Remove terminated employees from medical, dental and prescription plans.
- Send COBRA information to all terminated employees.
- Explain COBRA and Chapter 375 coverage to dependents of employees who reach the age of 23.
- Mail notice of creditable insurance coverage to all employees annually, as well as when any changes that may occur in coverage or carriers.
- Serve as liaison between district staff and health insurance brokers and providers.

C. Records Maintenance:

- Prepare, distribute and maintain the official Minute Books.
- Submit completed Child Nutrition application to the State and maintain the child nutrition Master Eligibility List. Certify monthly submissions for reimbursements by Maschio's Food Services.
- Maintain all records related to the school lunch program including the preparation and filing of the monthly Reimbursement Claim Vouchers.
- Maintain child nutrition Master Eligibility List.
- Maintain workers' compensation files and process Workers Compensation Claim Reports.
- Handle all necessary correspondence, telephone inquiries and accident reporting as necessary.
- Maintain a log of injuries and enter an annual survey of occupational injuries and illnesses on the website.
- Prepare necessary paperwork for the Records Retention Process.

- Prepare and process any Open Public Records Requests (OPRA). Ensure the information sent out is in the required timeline.

VI. Terms of Employment:

- Work year and salary to be determined by the Board consistent with the terms of any applicable negotiations agreement.

VII. Evaluations:

- In accordance with state regulations, Board of Education policy, agreement between Board of Educations and the Branchburg Township Education Association

Board of Education Approved Revision: April 23, 2015

Board of Education Approved Revision: June 17, 2021