Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Secretary - Line A Payroll

Qualifications:
1/ High School Diploma or equivalent.  2/ Prior secretarial experience preferred.  3/ Knowledge of basic office procedures, record keeping and organization.  4/ Demonstrated ability for basic computer use.  5/ Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages, particularly payroll and human resources information systems.  6/ Excellent listening, verbal, written communication and organizational skills.  7/ Knowledge of word processing, and/or spreadsheet applications.  8/ Demonstrated ability to successfully work within a team of people.  9/ Demonstrated aptitude or competence for assigned responsibilities.  10/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US.  11/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Addition Responsibilities and Qualifications for this position:
Ability to use Dictaphone to transcribe board minutes and board of school estimates minutes; gather information from all departments; prepare agendas and set up for board meetings, including setting up microphones, making copies of board minutes for board members, etc.

Reports To: Business Administrator/Payroll supervisor

Job Goal: To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

Performance Responsibilities:
1/ Perform the usual office routines and secretarial functions associated with a busy yet productive and smoothly run office;  2/ Use the computer and calculator with accuracy and speed to assist in preparation of payrolls; enter payroll data in computer, maintain payroll files; distribute paychecks;  3/ Manage time in order to meet payroll deadlines;  4/ Assist in preparing withholding, social security, and tax returns;  5/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner;  6/ Types and distributes daily, monthly and weekly minutes, bulletins or reports as required;  7/ Maintains and updates attendance and sign-in sheets as assigned;  8/ Assists with the entry of time reports, updates employee information such as personal data, compensation and benefits information and examines employee files to answer questions from authorized individuals;  9/ Assists with customers visiting the office;  10/ Accurately calculates over time, incentive pay, shift differential etc.;  11/ Maintains inventories and protects district property;  12/ Maintains required paperwork for reports, records or employment as assigned;  13/ Maintains confidentiality of sensitive correspondence, records and information;  14/ Prepares financial statements, income statements, and cost reports to reflect financial condition of the district;  15/ Performs all responsibilities in a professional, courteous and cooperative manner while maintaining strict confidentiality of school, school district and Board of Education information and records;  16/ Completes all other duties as assigned by supervisors.

Terms of Employment: Level and term of Contract as approved by the board; Salary and benefits as per negotiated agreement between the Board of Education and the Montclair Education Association.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established: 1973, revised 1987, 7/06, 10/08