

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