

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: **Secretary**

Qualifications: 1. High School Diploma or equivalent. 2. Prior secretarial experience preferred. 3/ Knowledge of basic office procedures, record keeping and equipment. 4/ Demonstrated ability for customer service. 5/ Excellent listening, verbal, and written communication skills. 6/ Knowledge of word processing, database and/or spreadsheet applications. 7/ Demonstrated ability to successfully work within a team of people. 8/ Demonstrated aptitude or competence for assigned responsibilities. 9/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US. 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Personnel Administrator

Job Goal: To be responsible for all aspects of health insurance and pensions; COBRA, process professional postings and applications and set up interviews; assist generally assist in all other secretarial duties in the department.

Illustrations of Key Duties: 1) Enroll, process applications for health/dental insurance and pensions; 2) prepare blanket purchase orders for insurance programs; 3) review medical billing and request checks for monthly insurance premiums; 4) calculate employee contributions for insurance and notify payroll and employees who have insurance of payroll deduction; 5) notify eligible employees by certified mail of COBRA options; bill employees on COBRA; 6) enroll retirees into Retiree Health Benefits and do monthly billing; 7) assist employees and retirees with medical claims; 8) notify pension funds of leaves of absence and all name and address changes; process loan applications and change of beneficiary; 9) prepare Montoux letter to staff and parents; order Montoux supplies; 10) send, record and file all professional employment applications; 11) type all vacancy notices for internal postings; 12) prepare and place all vacancy ads in the classifieds as required; 13) prepare purchase orders for ads and maintain records; 14) arrange interviews, often through evening phone calls; 15) send response letters to all candidates; 16) other typing or filings as required; 17) process department mail; 18) serve as relief switchboard operator as needed; 19) maintain a notary seal; 20) prepare Medicare reimbursements to eligible employees; 21) maintain adequate supply of all booklets and forms related to all benefits; 22) assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties..

Salary: As negotiated by the MEA as Line A of the Secretarial/Clerical Salary Guide.

Established: 1980

Revised: 1983, 1989, 2008,