

**MONROE TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: **OPRA SECRETARY (PART-TIME)**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Strong skills in MS Office and Google products, including Word, Excel, Docs and Sheets.
4. Strong analytical and human relations skills
5. Knowledge of automated office equipment and efficient office procedures
6. Ability to communicate effectively, both written and verbal
7. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Administrator

JOB GOAL: To carry out all secretarial duties necessary for the smooth and efficient operating of OPRA functions and to assist in Central Office as needed.

PERFORMANCE RESPONSIBILITIES:

1. Manages the receipt and collection of data for any Open Public Records Act (OPRA) requests.
2. Works with the designated administrator/board attorney to ensure that all requests are completed within the legal spectrum dictated by OPRA.
3. Works directly with district administration and staff members to seek information needed to comply within the time limits set forth in the request.
4. Maintains a filing system (electronic/hard copy), as well as a set of locked confidential files.
5. Processes incoming correspondence regarding OPRA requests including email, hard copy and faxed requests.
6. Reaches out to requester to get clarification on OPRA requests, as needed.
7. Assists in compiling data and preparing reports required by law, administrative code, and board policy.
8. Attends on-going training to become more knowledgeable about OPRA.
9. Maintains a high level of confidentiality with all school records as required.
10. Performs functions for central office departments such as receiving and routing incoming calls and assisting and directing visitors. These functions will be set forth by the designated administrator during down times of OPRA requests.
11. Performs other related duties as may be assigned by the designated administrator.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.

Approved by: Monroe Township Board of Education

Date: 6/16/2022