

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, Adult Education	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Adult Education	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides administrative clerical and financial services; maintains smooth operations and provides high quality secretarial work while carrying out routine clerical duties and heavy telephone duties with an emphasis on courtesy and favorable impressions of the District.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 5 years of secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer and software programs; grant writing

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates a high level of professionalism and integrity; works independently.
3.	Exhibits a comprehensive knowledge of CCSD Administrative Policies and Procedures, and procedures of TCSG, Adult Education Programs.
4.	Handles telephone communications; refers calls to appropriate staff members; screens, refers, records, and follows through on messages.
5.	Composes correspondence, publications, policies, and reports, proofreading for grammar, spelling, and punctuation. Also assists with data compilation and report preparation, such as the OAE reports.
6.	Assists with student registration and the management of student data.
7.	Receives, reads, and distributes incoming mail.
8.	Assists with grant and budget preparation; maintains, secures, and initiates financial records for the Adult Education Program.
9.	Assists with GED testing as needed.
10.	Utilizes TCSG, Adult Education data system.
11.	Assists with recruitment and retention of adult learners.
12.	Greets visitors, provides information, and/or handles routine business.
13.	Maintains attendance and payroll records for Adult Education staff; secures all Adult Education personnel files.
14.	Oversees the maintenance of office equipment and ordering of supplies.
15.	Assists in the implementation of quarterly student awards activities, EAGLE award competitions, and GED graduation.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_