

EMPLOYEE NAME: _____

 Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;
 1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary V, Athletics	JOB CODE: 487C
DIVISION: Chief of Staff	SALARY SCHEDULE: Office Clerical Annual Schedule
DEPARTMENT: Athletics	WORK DAYS: 238
REPORTS TO: Director, Athletics	PAY GRADE: Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides highly responsible secretarial and administrative support to management such as: coordinating office services, maintaining accounting records and maintaining professional courtesy with school personnel and community affiliates.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2-5 years responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, typing, knowledge of operation and application of computer technology, comprehensive knowledge of CCSD Athletics Program and Guidelines, and the Georgia High School Association.

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.	Approves transportation requests for all athletic competitions. Tracks and updates monthly Athletic Field Trip Budget for each school. Receives and monitors the supervisor's travel reports as needed. Processes check requests, remittance forms for payment and purchase orders for division. Processes Supplemental Pay Form for CCSD Activity Drivers who drive Athletic trips.
3.	Maintains policy manuals.
4.	Processes and maintains records of coaching assignments for athletic supplements and composes, transcribes, and files records and correspondence.
5.	Processes Community Coach applications and maintains records for the District's high schools.
6.	Greets visitors and ascertains nature of business and directs visitors to appropriate staff while handling routine administrative operations business in the absence of or as delegated by supervisor.
7.	Distributes information regarding physicals, guidelines;
8.	Maintains accounting of Region and State Champions and communicates to appropriate Central Office personnel.
9.	Processes Annual GHSA Pass Request for eligible CCSD Central Office employees. Processes pass applications for other individuals eligible for complimentary CCSD Athletic pass.
10.	Answers telephone and gives information to callers from within the school system, general public, or routes calls to appropriate individual in the division; opens, , reads and routes mail, email and faxes to the appropriate staff.
11.	Performs other duties as assigned by Chief of Staff and the Superintendent.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____