

EMPLOYEE NAME: _____

 Revised: 10/86; 4/88; 5/92; 7/92; 3/97; 12/97; 8/98; 9/00;
 4/01; 6/02; 6/04; 10/08; 10/12; 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: Secretary VI	JOB CODE: 487B
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Employment	WORK DAYS: 238
REPORTS TO: Senior Executive Director, Employment	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform secretarial duties for the Senior Executive Director of Employment; performs other duties to support the department.	

REQUIREMENTS:

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

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.	Performs all secretarial duties for the Senior Executive Director of Employment such as opens, reads and routes mail addressed to the Senior Executive Director; schedules appointments; maintains calendar; responds to inquiries in the department's general email; communicates with administrators, employees and applicants in person, by telephone and in writing; answers the Senior Executive Director's phone and handles as appropriate; types various letters and correspondence; completes and processes monthly local travel expenses for the Senior Executive Director.
3.	Works with Technology Services to prepare and distribute annual employment contracts to certified staff members.
4.	Submits office supply orders and reconciles monthly procurement card statement.
5.	Processes payroll time sheets for monthly and any temporary HR employees.
6.	Prepares Student Teacher contracts between CCSD and Universities.
7.	Submits maintenance requests for Human Resources office.
8.	Maintains schedule and calendar for conference rooms in Human Resources office.
9.	Processes paperwork and maintains files for H1b Visa Employees.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____