

EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/09; 4/12; 10/12; 10/13; 7/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, Planning	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> SPLOST	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Planning	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides secretarial support to the Director, Planning.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of responsible secretarial experience
4.	Physical Activities Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Secretarial and administrative skills including but to limited to excellent written and oral communication; ability to multi-task; MS Office Suite; ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system

*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.	Opens, screens, and routes correspondence.
3.	Maintains an efficient filing system.
4.	Orders, receives, and maintains office supplies.
5.	Provides word processing, database, presentation, and spreadsheet documentation for the Department.
6.	Maintains service reports for the Department.
7.	Prepares and processes purchase orders for the Department and for approved District projects.
8.	Compiles monthly and annual departmental reports.
9.	Answers telephone calls; routes calls to appropriate individuals.
10.	Maintains financial records for the Department.
11.	Tracks and maintains cell tower revenue payments, and interfaces with cell tower companies as necessary.
12.	Receives and reviews county zoning applications, prepares reports and data regarding zonings as needed.
13.	Receives, evaluates, and prepares easement requests for Board consideration.
14.	Reviews Growth and Replacement furniture requests and enters purchase orders as needed.
15.	Prepares and prints district maps for customer requests.
16.	Organizes and maintains all tracking records and files for active and archived projects.
17.	Responsible for general duties such as filing, scheduling appointments, and receiving visitors.
18.	Performs other duties as assigned by appropriate administrator.

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

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