

EMPLOYEE NAME: _____

Created: 8/12 Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary V	JOB CODE: 487C
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Student Assistance Programs	WORK DAYS: 238
REPORTS TO: Director, Student Assistance Programs	PAY GRADE: Rank V (NCO5)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and accomplishes the secretarial and clerical tasks for the department director	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 3 years of 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; EXCEL; Word; organization

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. Coordinates secretarial and clerical tasks for the department
3. Answers telephone, takes messages, gives information to callers, routes calls to appropriate individuals, and returns calls when appropriate.
4. Composes or transcribes correspondence as directed.
5. Files correspondence and other records; prepares purchase orders and monthly travel reports; maintains conference and secretarial accounts; keeps accurate records on personnel absences.
6. Operates computers, printers, copiers, scanners, and other equipment utilized by the department to facilitate workload and enhance office operations.
7. Collects and submits to HR all department staff evaluations in a timely manner. Maintains department attendance records and payroll service reports.
8. Orders supplies for department.
9. Accesses district information systems and completes forms as needed (System Access, EAF, etc.)
10. Performs data entry to monitor timelines.
11. Types, transcribes, formats, and proofs psychological reports for contracted psychologists, copies and sends reports to parents.
12. Processes private school/home school referrals.
13. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____