



EMPLOYEE NAME: _____

Created: 01/22

JOB DESCRIPTION

POSITION TITLE: Athletic/Facility Use Clerk, Local School	JOB CODE: 430X
DIVISION: Leadership	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Leadership	WORKDAYS: 208
REPORTS TO: Principal	PAY GRADE: CZ00 Based on Rank 3 (NC23)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs clerical duties to assist in the support of athletic/facility use operations.	

REQUIREMENTS:

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

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.	Acts as receptionist to the local school athletic/facility use office.
3.	Responds to telephone inquiries.
4.	Assists in maintaining filing system to include retaining all necessary records; operates computer and other office machines; assists in preparing reports and correspondence as necessary.
5.	Creates and runs various types of reports using student information system as well as Rank One system.
6.	Coordinates local school athletic transportation and maintains pay records as needed.
7.	Works with staff in scheduling facilities for school wide events and athletic contests.
8.	Maintains local school athletic website.
9.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____