



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

Revised: 6/86; 2/88; 1/89; 11/89; 6/92; 3/93; 2/94; 11/94; 3/95; 2/96; 2/98; 7/99;  
4/01; 4/05; 1/07; 9/07; 7/08; 8/12; 10/12; 10/14; 8/15, 10/15, 10/17; 6/18; 8/21

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV	<b>JOB CODE:</b> 487D
<b>DIVISION:</b> Academics – Teaching & Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Applied Learning & Design	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Department Supervisor(s)	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides clerical support and assistance for assigned supervisor(s).	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of routine clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication skills; strong organizational skills, flexibility, proficient in MS Office (Word, Excel, Power Point, Access, Office 365)

*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 telephone communication between department, Central Office, schools, and community.
3.	Handles and routes all departmental mail.
4.	Maintains files of correspondence, data, reports and other documents as required.
5.	Provides support to other Teaching & Learning Departments.
6.	Prepares departmental purchase orders and assists in the monitoring of expenditures.
7.	Duplicates, collates, and disseminates written materials as requested.
8.	Exhibits comprehensive knowledge of program areas and remains up to date on the department served.
9.	Sets priorities and performs duties accordingly in order to work independently.
10.	Performs other duties as assigned by appropriate administrator.

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

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