



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

Reorg/ Created: 10/12; 7/14; 8/19; 8/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Secretary V, Accountability, Research, and Grants	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Strategy and Accountability	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Accountability, Research, and Grants	<b>WORKDAYS:</b> 238 Days
<b>REPORTS TO:</b> Director, Accountability	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides high quality secretarial support service while carrying out clerical duties; communicates effectively with diverse populations in the schools and the community.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None Required
3.	Experience: Two 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 skills, word processing and computer productivity tools. Ability to set priorities and work independently with a high level of professionalism

*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, reads, and routes all mail; handles correspondence for Director, Supervisors and Managers in the department.
3.	Handles telephone communications among central office, school personnel, and the community, prepares correspondence as needed in final form & maintains files of all correspondence and reports.
4.	Designs and prepares reports, monitoring reports, forms, instructional materials, and other documents in final form.
5.	Prepares purchase orders for instructional materials and office supplies and materials; monitors all expenditures.
6.	Maintains general data and records, develops and creates spreadsheets from data as related to programs for which the Director, Supervisors and department Managers are responsible.
7.	Maintains Donors Choose database and processes approvals for the department.
8.	Prepares correspondence for research applicants and maintains database monitoring timeline for research applications.
9.	Duplicates, collates, and disseminates written material to appropriate personnel.
10.	Sets priorities and performs duties accordingly; demonstrates ability to work independently.
11.	Prepares agendas, attends and records minutes for Director, Supervisors and Grants & Research Manager meetings.
12.	Handles all local and out of town travel arrangements for the Director.
13.	Establishes and maintains the Director's calendar.
14.	Performs other duties as assigned by appropriate administrator.

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

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