

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Support Services	JOB CODE: 487B
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Support Services	WORKDAYS: 238
REPORTS TO: Executive Director, Support Services	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform all clerical duties that relate to the Support Services office to include Risk Management, ADA, Benefits, and Retirement.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 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; organization; public relations; computer technology

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.	Performs all secretarial duties for the Executive Director of Support Services such as opens, reads, and routes mail addressed to the Executive Director; schedules appointments; maintains calendar; responds to inquiries in the department's general email; communicates with administrators and employees in person, by telephone and in writing; answers the Executive Director's phone and handles as appropriate. Types various letters and correspondence.
3.	Supports the Assistant Directors in Support Services with routine clerical needs.
4.	Submits office supply orders for the Support Services Department and maintains up to date inventory of office supplies needed.
5.	Gathers and reviews time sheets for monthly and temporary employees in the Support Services Department.
6.	Submits maintenance requests for the Support Services Department.
7.	Maintains schedule and calendar for the Risk Management conference room in the Human Resources office.
8.	Processes paperwork and maintains files, as needed to support the Americans with Disabilities interactive process.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____