



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

Revised: 10/88; 11/88; 6/92; 1/94; 12/94; 2/97; 3/01; 10/12; 12/14; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV, Local School - Elementary	<b>JOB CODE:</b> 420B
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Clerical Less Than Annual
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 218
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> Rank IV (NC14)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs secretarial duties to support the principal and the total operation of the school.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: Three 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; typing; word processing; 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.	Opens, reads, and routes all mail; maintains files of correspondence and records.
3.	Answers telephone and screens, refers, records and follows through on messages.
4.	Acts as receptionist for the school, setting a positive tone for pupils, parents and visitors; assists students, parents and visitors entering the office area.
5.	Maintains employee's attendance information, time entry and pay records.
6.	Monitors emergency communication system.
7.	Types correspondence, reports, purchase orders and other materials; proofreads typed materials for correct grammar, spelling, punctuation, and word usage to avoid errors.
8.	Maintains calendar, schedules appointments and meetings for principal; maintains schedule of local school meetings open to the public to include maintaining an updated listing of who to contact in case of emergencies in the schools, etc.
9.	Utilizes student information system to access information as needed.
10.	Assists in updating office procedures.
11.	Utilizes technological resources to facilitate workload and enhance office operation; operates various office machines, including a computer.
12.	Promotes positive relationships with local school personnel, central office staff members, parents and the general public by assisting whenever possible.
13.	Assists with student registration as needed.
14.	Assists with backup bookkeeping responsibilities as assigned.
15.	Performs other duties as assigned by appropriate administrator.

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

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