



EMPLOYEE NAME: _____

Revised: 3/11; 10/12; 2/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Special Education	JOB CODE: 487D
DIVISION: Academics- Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Special Education	WORK DAYS: 238
REPORTS TO: Assistant Director and/or Supervisor, Special Education	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative assistance and clerical services for the Special Education Supervisors.	

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: Written and oral communication

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 general office duties such as filing; copying and distributing documents; composing and transcribing correspondence; opening, dating, and routing mail and faxes; scheduling appointments.
3.	Answers the telephone and gives information to callers or routes calls to the appropriate staff; takes messages as needed.
4.	Handles routine administrative matters in the absence of or as delegated by supervisor.
5.	Maintains accurate financial records including budget accounts; completes purchase orders and office supplies orders for staff.
6.	Prepares and maintains files for performance contracts, purchase orders, monthly travel reports, conference forms, and due process paperwork.
7.	Operates word processing equipment, copiers, and other equipment; prepares documents as needed using Microsoft Word, Excel, PowerPoint and other software.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____