JOB DESCRIPTION

POSITION TITLE: Secretary VI, Business Services	**JOB CODE:** 487B or 487Y
DIVISION: Operational Support	**SALARY SCHEDULE:** Office Clerical/Technician
DEPARTMENT: Business Services	**WORK DAYS:** 238
REPORTS TO: Senior Executive Director, Business Services	**PAY GRADE:** Rank VI (NC06)
FLSA: Non-Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Provides secretarial support to the Senior Executive Director, Business Services and the Business Services Division.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Secretarial and administrative skills including but not limited to excellent written and oral communication; ability to multi-task; MS Office Suite; ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system

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, screens, and routes correspondence.
3.	Maintains an efficient filing system.
4.	Orders, receives, and maintains office supplies.
5.	Provides word processing, database, and spreadsheet documentation.
6.	Maintains service reports and processes payroll.
7.	Prepares and processes purchase orders.
8.	Answers telephone calls; routes calls to appropriate individuals.
9.	Reviews Board Agenda items and Board Information items.
10.	Responsible for general duties such as filing, scheduling appointments, and receiving visitors.
11.	Compiles and develops reports as requested by the Senior Executive Director, Business Services.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____