



EMPLOYEE NAME: _____

Created: 05/22; Revised 4/23;7/25

JOB DESCRIPTION

POSITION TITLE: Clerk V, Recruitment and Retention	JOB CODE: 474D
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Employment	WORKDAYS: Annual Administrative Employees
REPORTS TO: Supervisor, Recruiting and Retention	PAY GRADE: Rank 5 (NC05)
FLSA: Non-exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative support to Supervisor, Recruiting and Retention.	
REVISION DATE(S): 7/25	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency
2.	Certification/License Required: None
3.	Experience: 2 years of experience in a public school system; high level database/data entry proficiency; Microsoft Office expertise with specific experience in Excel
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; planning; computer technology; presentation skills and customer service skills

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.	Creates and maintains student teacher database information.
3.	Maintains professional interactions with local school administrators and college partners.
4.	Gathers and maintains documents related to college partnerships.
5.	Gathers, processes, and maintains travel documents related to recruiting.
6.	Supports Supervisor with job fair and event planning.
7.	Assists with the management and organization of promotional items.
8.	Performs routine office duties such as responding to phone calls, voice mails, and emails in a timely manner; orders supplies; maintains documents.
9.	Assists with the organization of TOTY and CEOTY processes.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____