

EMPLOYEE NAME: _____

Revised: 11/09; 4/12; 10/12; 10/13; 7/17; 6/18; 9/26

JOB DESCRIPTION

POSITION TITLE: Clerk VI, SPLOST, Contracts	JOB CODE: 487B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: SPLOST	WORKDAYS: Annual Administrative
REPORTS TO: Senior Executive Director, SPLOST	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides clerical support to the Senior Executive Director, SPLOST.	
Revision dates: 9/26	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE 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, presentation, and spreadsheet documentation for the Department.
6.	Maintains service reports for the Department.
7.	Prepares and processes purchase orders for the Department and for approved District projects.
8.	Prepares capital outlay documents.
9.	Answers telephone calls; routes calls to appropriate individuals.
10.	Prepares BAI's/Board related notifications, including calendar invites and SCR tracking.
11.	Maintains AIA contracts, including Notice to Proceeds.
12.	Tracks and maintains cell tower revenue payments, and interfaces with cell tower companies as necessary.
13.	Routes and tracks project documentation including but not limited to payment applications, budget requests, 6011's and change orders.
14.	Receives and reviews county zoning applications, prepares reports and data regarding zonings as needed.
15.	Receives, evaluates, and prepares easement requests for Board consideration.
16.	Assists with contractor prequalification.
17.	Maintains records for computers, phones, and furniture, tracks warranties, handles replacements, and manages EQ transfers and surpluses.
18.	Monitors signature tracking and updates letterhead.
19.	Prepares and prints district maps for customer requests.
20.	Organizes and maintains all tracking records and files for active and archived projects.
21.	Responsible for general duties such as filing, scheduling appointments, and receiving visitors.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____