



EMPLOYEE NAME: _____

Revised: 10/88; 11/88; 6/92; 1/94; 12/94; 2/97; 3/01; 3/07; 10/12; 12/14; 6/18; 5/20

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Local School - HS	JOB CODE: 420A
DIVISION: Leadership & Learning	SALARY SCHEDULE: Clerical/Technician Annual
DEPARTMENT: Leadership & Learning	WORK DAYS: 238
REPORTS TO: Principal	PAY GRADE: Rank IV (NC44)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: 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 to five 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; answers telephone and screens, refers, records and follow through on messages; maintains files of correspondence and records.
3.	Acts as receptionist for the school, setting a positive tone for pupils, parents and visitors; assists students, parents and visitors entering the office area.
4.	Maintains employee’s attendance information, time entry and pay records.
5.	Types correspondence, reports, purchase orders and other materials; proofreads typed materials for correct grammar, spelling, punctuation word usage and to avoid typographical errors.
6.	Utilizes technological resources to facilitate workload and enhance office operation; assists in updating office procedures.
7.	Monitors emergency communication system.
8.	Utilizes student information system to access information as needed.
9.	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.
10.	Operates various office machines including a computer.
11.	Assists with student registration as needed.
12.	Promotes positive relationships with local school personnel, central office staff members, parents and the general public by assisting whenever possible.
13.	Assists with backup bookkeeping responsibilities as assigned.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____