



EMPLOYEE NAME: _____

Revised: 8/06; 9/08; 8/09; 10/12; 3/14; 6/18;4/23

JOB DESCRIPTION

POSITION TITLE: Secretary IV School Counseling, HHB & Positive School Culture	JOB CODE: 487D
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Student Assistance Programs	WORKDAYS: Annual Administrative Employees
REPORTS TO: Supervisor, School Counseling, Advisement, and Crisis Support & Supervisor, Positive School Culture Support	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Handles the sensitive requirements of school counseling, Hospital/Homebound, and positive school culture support services with strong emphasis on service, courtesy, tact, and favorable impressions of the school system. Manages databases and works with Word, Excel, and Access. Provides secretarial support for the Hospital/Homebound instructors.	

REQUIREMENTS:

1. Educational Level: High school diploma or GED
2. Certification/License Required: None
3. Experience: 2 years 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, public relations and organizational 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. Demonstrates a basic ability to use technology to perform job duties.
3. Opens, reads, routes mail and files as necessary. Answers telephone, takes messages, sends, and receives information via fax, provides information to callers, routes calls to appropriate individuals and returns calls when appropriate.
4. Gives information or handles routine business in absence of or as delegated by supervisors.
5. Keeps accurate records including budget accounts as prescribed by departments. Prepares purchase orders, monthly travel reports, conference forms, and logs.
6. Prepares curriculum and other guides for printing. Designs, reorders, and distributes forms as necessary.
7. Participates in internal decision-making as needed.
8.. Enters and processes financial information in Munis (including grants).
9. Maintains database for school counselors and updates in Outlook.
10. Enters supplemental pay.
11. Copies records, reports or documents and prepares documents for storage and/or destruction.
12. Performs other duties as assigned by appropriate supervisors.

Signature of Employee _____ Date _____

Signature of Supervisor(s) _____ Date _____