



EMPLOYEE NAME: _____

Revised: 2/90; 6/92; 7/92; 5/93; 2/94; 12/94;
3/95;3/96;2/98;4/01;10/06;1/09; 10/12; 6/18 ;9/20; 3/24

JOB DESCRIPTION

POSITION TITLE: Secretary V, Digital Transformation	JOB CODE: 487C
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Office Clerical/Technician Personnel
DEPARTMENT: Digital Transformation	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, CTLS Academics	PAY GRADE: Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides high quality professional secretarial support while carrying out clerical duties; to the Director of CTLS Academics and the Digital Transformation Department; communicates effectively and maintains positive public relations with central office staff, school administrators, other school personnel, and the community.	
REVISION DATE(S): 3/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None required
3.	Experience: 3 years of reasonable clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication skills; strong organizational skills; flexibility; proficient in MS Office (Word, PowerPoint, Excel, Office 365); and computer productivity tools.

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.	Prepares purchase orders for Digital Transformation Department, maintains procurement card records and monitor’s budgets.
3.	Establishes and maintains the Director’s calendar, as well as handles all local and out of town travel arrangements for director.
4.	Receives, reviews, and processes mail; composes routine correspondence; and maintains files of all correspondence for Director of CTLS Academics.
5.	Handles telephone communications between central office personnel, school personnel and the general public, referring calls to appropriate staff members, when necessary.
6.	Maintains and posts payroll data for the Digital Transformation department.
7.	Opens, reads, and routes all mail and email; handles correspondence for Director.
8.	Designs and prepares reports, policy revisions, monitoring reports, forms, instructional materials, and other documents in final form.
9.	Prepares agendas, attends meetings, and records minutes for Digital Transformation meetings when requested by the director.
10.	Purchases supplies and training materials for Director of CTLS Academics
11.	Sets priorities, and performs duties accordingly, and demonstrates ability to work independently or in collaboration with others.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____