



EMPLOYEE NAME: _____

Revised: 7/91; 10/91; 4/92; 6/92; 8/92; 3/93; 5/93;
11/94; 8/99; 9/99; 2/01; 4/01; 10/12; 11/13; 8/14;
1/18; 4/22; 6/25

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Communications	JOB CODE: 487B
DIVISION: Strategy & Accountability	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Communications	WORKDAYS: 231
REPORTS TO: Executive Director, Communications	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides assistance to the Communications Office for general administrative responsibilities.	
REVISION DATE(S): 6/25	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency
2.	Certification/License Required: None
3.	Experience: Three years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; prolonged sitting for operation of computer
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong computer skills; Microsoft Word; 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.	Provides the highest quality of customer service while delivering communications to both internal and external stakeholders.
3.	Answers communications office primary phone line, provides assistance, and forwards calls to appropriate staff.
4.	Serves as primary switchboard backup and manages the team of front desk receptionists
5.	Assists with distribution of information made available to the public.
6.	Manages communication information requests, both verbal and written, that come into the communications office.
7.	Receives, disseminates, and responds to submission of news items and requests for coverage by schools and other departments/divisions in support of the communications teams under the Executive Director of Communications.
8.	Research news archives as needed.
9.	Maintains and regularly updates the database of school addresses and phone numbers and maintains the Central Office phone list.
10.	Coordinates financial files for the communications office with the director.
11.	Helps coordinate meetings, materials, and information for director's role on various committees and for presentations.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____