JOB DESCRIPTION

POSITION TITLE: Secretary VI, Student Support	**JOB CODE:** 487B
DIVISION: Chief of Staff	**SALARY SCHEDULE:** Office Clerical/Technician Annual
DEPARTMENT: Policy, Planning and Student Support	**WORK DAYS:** Annual Administrative Employees
REPORTS TO: Senior Executive Director, Student Support	**PAY GRADE:** Rank VI (NC06)
FLSA: Non-Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Provides administrative assistance and clerical services for the Execture Director, Student Support.	
REVISION DATE(S): 10/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency required
2.	Certification/License Required: None
3.	Experience: 2 – 5 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing, knowledge of the operation and application of computer technology

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.	Performs general office duties such as filing, copying and distributing documents; composing correspondence; opening, dating, and routing mail and faxes.
3.	Answers the telephone and gives information to callers from within the school system or general public, and routes calls to the appropriate staff.
4.	Handles routine procedures to support schools with the Passsport Fieldtrip Portal.
5.	Processes subpoenas, authorizations and court orders for student records.
6.	Processes purchase orders and maintains records of Department procurement card.
7.	Handles routine administrative matters in the absence of or as delegated by supervisor.
8.	Prepares local mileage reports and expenses when necessary.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____