



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

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Local School - MS	JOB CODE: 420B
DIVISION: Leadership	SALARY SCHEDULE: Clerical Less than Annual
DEPARTMENT: Leadership	WORK DAYS: 218
REPORTS TO: Principal	PAY GRADE: Rank IV (NC14)
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 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 follows through on messages.
3.	Maintains files of correspondences and records.
4.	Acts as a receptionist for the school, setting a positive tone for pupils, parents, and visitors; assists students, parents and visitors entering the office area.
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.	Maintains employee's attendance information, time entry and pay records.
7.	Monitors emergency communication system.
8.	Utilizes student information system to access information as needed.
9.	Maintains calendar, schedules appointments and meetings for Principal.
10.	Utilizes technological resources to facilitate workload and enhance office operations.
11.	Assists in updating office procedures.
12.	Promotes positive relationships with local school personnel, central office staff members, parents and the general public by assisting whenever possible.
13.	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 school, etc.
14.	Assists with student registration as needed.
15.	Assists with backup bookkeeping responsibilities as assigned.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____