

EMPLOYEE NAME: \_\_\_\_\_

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

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV, School Counseling & Hospital/Homebound	<b>JOB CODE:</b> 487D
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Supervisor, School Counseling	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Handles the sensitive requirements of school counseling and Hospital/Homebound 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 supervisor.
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. Takes minutes at department chair meetings.
9. Maintains database for school counselors and updates in Outlook.
10. Enters supplemental pay for Hospital Homebound instructors.
11. Copies records, reports or documents and prepares documents for storage and/or destruction.
12. Performs other duties as assigned by appropriate supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_