EMPLOYEE NAME: ____________________

Revised: 4/88; 8/91; 6/92; 4/94; 10/94; 1/98; 6/02; 1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12; 6/18

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: Secretary V, Facility Use and Communications</th>
<th>JOB CODE: 487C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION: Chief of Staff</td>
<td>SALARY SCHEDULE: Office Clerical/Tech Annual</td>
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<tr>
<td>DEPARTMENT: Facility Use</td>
<td>SALARY SCHEDULE: Office Clerical/Tech Annual</td>
</tr>
<tr>
<td>REPORTS TO: Coordinator, Facility Use</td>
<td>PAY GRADE: Clerical Rank V (NC05)</td>
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<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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</tbody>
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PRIMARY FUNCTION: Provides assistance to the Facility Use Coordinator in the area of scheduling CCSD facilities to community user groups and organizations; provides assistance to the Communications Department in the area of general administrative responsibilities; provides assistance with contracts and invoices; works with local school contact persons regarding facility use at the respective schools.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 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, word processing, math skills; accuracy; organization; public relations; knowledge of CCSD policies and procedures

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. Receives, reviews, classifies, annotates, and distributes incoming mail/email; screens, refers, and records calls and follows through on messages while acting as receptionist for Facility Use and Communications office; maintains files of correspondence and records.
3. Provides information to potential user groups regarding the facility use rules and regulations.
4. Composes and types correspondence for the Facility Use Coordinator and Communications office.
5. Assists Facility Use Coordinator with compiling facility use schedule; works with user groups in finalizing facility use schedule; schedules and maintains calendar for the Facility Use Coordinator.
6. Prepares monthly payroll for facility use supervisors.
7. Maintains bookkeeping records for the Facility Use Coordinator and Communications office; prepares monthly billing for long term contracts.
8. Calculates user fees for facility use contracts.
9. Provides local school contact with information for the Facility Use Coordinator and Communications office.
10. Assists local school contact with securing supervisors for the Facility Use Coordinator.
11. Employs technological resources to facilitate workload and enhance office operations.
12. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ___________________________ Date ____________

Signature of Supervisor ___________________________ Date ____________