POSITION TITLE: Secretary VI, Foundation

DIVISION: Chief of Staff

DEPARTMENT: Cobb Schools Foundation

REPORTS TO: Executive Director, Foundation

FLSA: Non-Exempt

PAY GRADE: Rank VI (NC06)

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides secretarial support to the Executive Director, Cobb Schools Foundation, and the Compliance & Legislative Affairs Officer.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years of responsible secretarial experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Secretarial and administrative skills including but not limited to excellent written and oral communication; ability to multi-task; MS Office Suite; ability to use various types of office machinery including but not limited to copiers, scanners, printers and multi-line telephone system.

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, screens, and routes correspondence.
3. Maintains an efficient filing system.
4. Orders, receives, and maintains office supplies.
5. Provides word processing, database, and spreadsheet documentation.
6. Answers telephone calls; routes calls to appropriate individuals.
7. Reviews Board Agenda items and Board Information items.
8. Maintains financial records; monthly reconciliation duties.
9. Responsible for general duties such as filing, scheduling appointments, and receiving visitors.
10. Compiles and develops reports as requested by the Executive Director, Cobb Schools Foundation.
11. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ___________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________