



EMPLOYEE NAME: _____

Created 6/21:5/23

JOB DESCRIPTION

POSITION TITLE: Clerk V, Policy & Planning	JOB CODE: 474D
DIVISION: Chief of Staff	SALARY SCHEDULE: Clerical/Technician Annual
DEPARTMENT: Policy & Planning	WORKDAYS: Annual administrative Employee
REPORTS TO: Director, Policy & Planning	PAY GRADE: Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides clerical and customer service support to the Policy & Planning operations.	

REQUIREMENTS:

1.	Educational Level: High School diploma or GED
2.	Certification/License Required: None
3.	Experience: One year experience in records processing preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office suite, Internet, and general database knowledge

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.	Utilizes district student information system to track student transfer requests.
3.	Processes requests for open records from both public and internal customers.
4.	Responds to telephone, email, and faxed requests for open records assistance from schools, departments, and the public.
5.	Interacts with public in distribution of open records.
6.	Interacts with public regarding student transfer inquiries.
7.	Assists with processing of policy and planning records.
8.	Assists with communications with local schools regarding student transfers.
9.	Maintains records related filing and reports on a daily basis.
10	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____