



Rockdale County Public Schools Employee Job Description

TITLE: SECRETARY – CLERK I, II, III

Job Information:

Division:	School Based	Job Code:	430
Department / Office:	School Based		
Terms of Employment Clk I:	Position works 190 Days	Pay Grade:	Clerk I = 5
Terms of Employment Clk II:	Position works 200 Days		Clerk II = 6
Terms of Employment Clk III:	Position works 210 Days		Clerk III = 7
Original Adoption Date:	October 22, 2021	Salary Scale:	Classified
FLSA:	Non-Exempt	Revised Date:	January 24, 2023
Retirement:	TRS	Location:	School Based

REPORTS TO: Principal

SUPERVISES:

JOB GOAL:

To provide secretarial services to the principal and employees that assures the smooth functioning of the school office.

JOB QUALIFICATIONS / REQUIREMENTS:

- High school diploma or equivalent.
- Considerable knowledge of business English, spelling, mathematics, and office practices.
- Ability to work well with the public and others, both in person and over the phone.
- General computer and office machine proficiency.
- Physical demands - must be able to stand, sit, and walk the majority of the day; lift and carry twenty (20) to thirty (30) pounds frequently. Job also requires some bending and stooping.

JOB DUTIES:

- Is present at work every day and arrives at assigned time.
- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Performs general clerical tasks such as typing, processing of mail, and operation of office machines.

- Interacts in a professional manner with students, staff, and school/district leaders.
- Types and sends daily announcements and attendance.
- Prepares and maintains reports and files with accuracy.
- Maintains student records and employee files as needed.
- Registers students when needed.
- Answers phones and greets public on a daily basis, handling the duties created by such.
- Secures substitutes, as assigned.
- Assists Health Care Paraprofessional with special needs of students (i.e. sickness, first aid, absenteeism and emotional needs, as needed).
- Handles student and staff attendance.
- Assists with enrollment of new students.
- Attends approved training sessions, staff development activities and required meetings.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Performs other duties as assigned by supervisor.

EVALUATION: Performance in this position is evaluated in accordance with the personnel policy on classified evaluations.

I have read and understand my job description and duties that I must perform in this job.

Employee Signature: _____

Date: _____

Evaluation Pairing: Yes