

# Caswell County Schools

## Position Description

**Position Title: Office Support III: Exceptional Children Department**

**Reports to: Director of Exceptional Children**

**Salary Grade: 59**

**Terms of Employment: 12 months**

### **GENERAL DESCRIPTION OF POSITION:**

Under the general supervision of the assigned management personnel, the purpose of the position is to provide administrative support involving secretarial duties in the assigned functional area, promoting efficient and organized operation of office activities. Employees in this classification perform both routine and non-routine administrative support duties as dictated by the nature of the work area. Work involves receiving correspondence, screening and independently handling a variety of routine inquiries by telephone and in person, and maintaining a variety of records and files. The employee is also responsible for assimilating information from a variety of sources to compose letters, generate reports, and provide informational data.

### **QUALIFICATIONS:**

- Associate's Degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Places and receives telephone calls, records messages, keeps director and other EC Office Staff informed;
- Processes all incoming and outgoing mail;
- Assesses needs, orders, and maintains supplies, materials, and equipment needed;
- Maintains financial records, prepares necessary purchase orders, professional leave forms, and travel reimbursements;
- Prepares correspondence and reports as instructed;
- Makes necessary arrangements for meetings including date, location, and time, contacts those who need to attend, and prepares all materials;
- Interacts and answers questions professionally and appropriately with the public and district staff in person and on the telephone;
- Maintains confidentiality of personally identifiable information regarding students with disabilities;

- Assists in processing a variety of student and school administrative information and data;
- Perform other general office and related duties as assigned; and
- All other duties assigned by supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to prepare, read, and comprehend a variety of job related forms, reports, spreadsheets, plans, records, documentation, and correspondences required by the job.
- Ability to work harmoniously administrative and instructional staff and the central office staff; ability to learn information processing and data entry;
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Considerable knowledge of computers.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

**Start Date:** January 22, 2019