



# Pickens County Schools

## Job Descriptions

### COLLEGE AND CAREER SECRETARY

**Title/Position:** Administrative Assistant to HS College and Career Department

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 200 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade B (Starting pay \$14.00/hour)

**Reports to:** Principal

**Qualifications:**

1. High School Diploma or equivalent.
2. Proficient in business English, spelling, mathematics, and office practices.
3. Ability to work professionally with the public and others, both in person and over the phone.
4. Excellent computer skills including but not limited to Word, Excel, Microsoft Office and office machine proficiency.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES

- Assist students with college applications and required document submission.
- Assist College and Career Coach in organizing and arranging college visits, career fairs, job fairs, and other related events.
- Maintain college application deadlines.
- Maintain knowledge of current Dual Enrollment regulations and acceptance procedures.
- Maintain knowledge of PHS graduation requirements.
- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Performs general clerical duties such as composing and typing routine correspondence, creating and typing reports, and data entry.
- Answer the telephone and greet visitors professionally; handle all duties created by such.
- Creates and maintains department files with accuracy and confidentiality; routes and/or stores files as directed and needed.

- Maintains all bookkeeping records, budget items, submits all purchase orders, and insures that department budget is adhered to.
- Maintains an orderly work place.
- Attends approved training sessions, professional development activities, and required meetings as assigned.
- Contributes to an atmosphere of harmony and goodwill in the workplace.
- Performs other related tasks assigned by the district administrators as designated by supervisor.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt