



## **Pickens County Board of Education Job Descriptions**

### **ADMINISTRATIVE ASSISTANT TO PERSONNEL DIRECTOR/INSURANCE BILLING**

#### **TITLE/POSITION**

**RETIREMENT:** Teacher Retirement System of Georgia

**TERMS OF EMPLOYMENT:** 12 Month

**REPORTS TO:** Personnel Director

**QUALIFICATIONS:**

1. High School Diploma and/or previous work experience.
2. (Kind and amount of specialized training required.)
3. (Kind and amount of prior job experience required.)
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

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

#### **RESPONSIBILITIES:**

- Makes calls briefly, and to the point, in a courteous, professional manner. Keeps personal calls to a minimum.
- All other duties deemed necessary to fulfill the needs of the Superintendent's Office.
- Insurance billing.
- Teacher contracts.
- C.P.I. Report – certified/classified personnel information report
- Workers compensation.
- Notification to state health of employee termination.
- Employee verification.
- Separation notices for employees.
- Georgia new hire reporting.
- Other duties as assigned by the personnel director.