



Pickens County Board of Education Job Descriptions

FEDERAL PROGRAMS SECRETARY

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Federal Program Director

QUALIFICATIONS:

1. High School Diploma
2. Work related experience

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

RESPONSIBILITIES:

- Assist federal programs personnel in maintaining compliance with federal, state, and local laws, guidelines, and policies.
- Performs a variety of duties to support federal programs personnel in handling daily activities.
- Obtains, gathers, organizes, and formats pertinent data.
- Composes and types routine correspondences, maintains filing systems, and processes incoming information and communications.
- Assists in maintaining efficient office operations by performing clerical duties.
- Interacts effectively with general public, staff members, students, and parents, using tact and good judgment.
- Operates standard office equipment such as computer, calculator, copier, etc.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Reviews current developments, literature, and technical source information related to job responsibilities.
- Ensures adherence to good safety procedures.
- Follows federal and state laws, as well as Board policies.
- Performs other duties as assigned.