



CUMBERLAND COUNTY SCHOOLS

JOB VACANCY ANNOUNCEMENT

DATE: September 8, 2017

POSITION TITLE	EMPLOYMENT STATUS	MONTHLY SALARY
CLERK V	FULL-TIME 12 MONTHS	\$2,325.00 - \$2,996.34

LOCATION	FLSA STATUS	CLOSING DATE	JOB NUMBER
PROFESSIONAL DEVELOPMENT	NON-EXEMPT	SEPTEMBER 15, 2017	32

QUALIFICATIONS

High School graduate and one year of training beyond high school or three years clerical experience in an office environment. Minimum typing skill of 45 wpm. Working knowledge of Microsoft Office applications (word processing, spreadsheet, database). Excellent communications, telephone skills, and organizational skills. Must possess word processing, database, spreadsheet, Internet (e-mail), and desktop publishing skills.

CONDITIONS OF EMPLOYMENT

Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested for purposes of driving a school bus.

HOW TO APPLY

1. Submit a NC State online application for classified personnel and apply it to this announced vacancy at, [People Admin](#).
2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and [Background Form](#).
3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted.
4. Applicants not following the above procedures will not be considered for employment.

POSITION DESCRIPTION AND DUTIES

Creates an atmosphere that assures a customer-driven and proactive Beginning Teacher Support Department and Professional Development Department. Provides technical assistance to those conducting professional growth opportunities. Acts as a liaison between schools and the Beginning Teacher Support Office and Professional Development office. Collects, organizes and manages information as needed by the Beginning Teacher Support office and Professional Development office. Coordinates catering for special events or training when necessary. Oversees contracts and payroll for Online Professional Development and Beginning Teacher Support personnel. Provides information to individuals concerning their professional development history files. Organizes information for Beginning Teacher Support office training opportunities, i.e. class rosters, presenters' information packets, handouts, supplies, and refreshments. Serves as a team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organization core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity. Performs other duties and accepts responsibilities as assigned.

PHYSICAL REQUIREMENTS

Must be able to communicate orally and in writing with parents, staff, and community leaders. Must have finger dexterity and be able to physically perform the basic life operational functions of kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.

THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

AN EQUAL OPPORTUNITY EMPLOYER