



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

CENTRAL OFFICE CLERK- CHILD NUTRITION PROGRAM (CNP)

School/worksite: Central Office

Posting Period: May 6, 2025 – May 12, 2025

Interested Applicants may apply through the ALSDE HireTrue

website: <https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf959?subdivision=Hartselle%20City>

Deadline for accepting applications: May 12, 2025, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

TITLE: Central Office Clerk

QUALIFICATIONS:

1. High School Diploma
2. Secretarial experience required
3. Alternative or additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent / Child Nutrition Coordinator

JOB GOAL: Under general supervision, provide clerical services for the Child Nutrition Coordinator and other administration as assigned for Hartselle City Schools Central Office

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance required.
2. Perform clerical duties such as prepare correspondence, memos, requests, and reports for the Child Nutrition Coordinator, prepare daily calendar reminders; screen visitors and telephone calls.
3. Substitute for and assist support co-workers as assigned to complete required tasks.
4. Prepare memorandums, letters, forms, handbooks, and other material as assigned.
5. Make necessary administrative reports related to the area of Child Nutrition Coordinator.
6. Participate in cross-training as required.
7. Assist the Child Nutrition Coordinator in all areas of the Child Nutrition Program.
8. Participate successfully in training programs offered and assigned to increase skill and proficiency related to assignment.
9. Prepare correspondence, forms, manuals, schedules, contracts, and reports for the Child Nutrition Coordinator.
10. Performs related duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrates a high degree of professionalism.
2. Ability to keep business and school matters confidential.
3. Knowledge of procedures, practices, and operation of a school.
4. Ability to use excellent business English, grammar, spelling, and punctuation.
5. Demonstrated skills in Microsoft Office and Google business applications.
6. Ability to organize and file materials effectively.
7. Ability to work effectively under minimal supervision.
8. Ability to follow written and oral directions.
9. Ability to exercise tact, good judgment, and initiative in dealing with employees, administrators, and the public.
10. Physical and emotional ability to perform required work as needed in a fast-paced, high-intensive work environment.
11. Ability to communicate clearly and concisely, both orally and in writing, including clear, polite telephone communication skills.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the ***Hartselle City Board of Education Policy Manual***, the ***Students First Act*** and the ***Hartselle City Board of Education Salary Schedule***.

SALARY SCHEDULE

CLERK			
12 MONTHS			
SCHEDULE O2			
DEGREE		AS	BS
RANK	0	I	II
STEP			
0	32,460	35,706	38,953
1	32,785	36,063	39,341
2	33,113	36,424	39,736
3	33,444	36,788	40,132
4	33,778	37,157	40,534
5	34,117	37,528	40,940
6	34,457	37,903	41,349
7	34,802	38,283	41,763
8	35,150	38,665	42,180
9	35,501	39,052	42,602
10	35,856	39,442	43,028
11	36,215	39,837	43,458
12	36,577	40,235	43,893
13	36,943	40,637	44,331
14	37,313	41,044	44,775
15	37,685	41,454	45,223
16	38,062	41,869	45,675
17	38,443	42,287	46,132
18	38,827	42,710	46,594
19	39,216	43,137	47,060
20	39,608	43,569	47,530
21	40,004	44,005	48,005
22	40,404	44,444	48,485
23	40,807	44,889	48,969
24	41,216	45,338	49,460
25	41,628	45,791	49,953
26	42,044	46,249	50,453
27	42,465	46,712	50,958
28	42,889	47,179	51,467
29	43,319	47,650	51,982
30+	43,752	48,127	52,501