

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7255
Pay Grade: D13

FLSA: Non-Exempt

SECRETARY TO ASSOCIATE SUPERINTENDENT

MAJOR FUNCTION:

Performs complex, varied and highly responsible secretarial, clerical and administrative duties requiring an extensive working knowledge of the organization and programs under an Associate Superintendent's jurisdiction. Functions are varied in subject matter and level of difficulty and range from performance of routine clerical assignments to relieving the Associate Superintendent of administrative details and office management functions. Work requires independence of action, exercise of mature judgment, and application of extensive working knowledge of school organization and programs in a variety of work problems involving continual inter-departmental relations and extensive public contact. Work is performed under general supervision and is reviewed through conferences and observations of the effectiveness of the work performed.

DUTIES AND RESPONSIBILITIES:

- Keys correspondence, articles, reports, manuals, forms, and other materials utilizing word processing applications; composes and signs routine correspondence; checks and proofreads keyed copy; prepares records and reports
- Reads incoming mail and routes to appropriate office; receives and routes telephone calls, answering questions which may involve interpretation of policies and procedures
- Serves as personal assistant by planning, initiating, and carrying to completion clerical, secretarial and administrative activities and may have supervisory responsibilities over a clerical staff
- Maintains files and records of office correspondence, documents, reports, and other materials
- Prepares agenda for meetings, including compilation of pertinent material for distribution to appropriate personnel
- Coordinates meetings, conferences, speaking engagements and appointments for the Associate Superintendent
- Makes arrangements for conferences, including space, time, and place; informs participants of topics to be discussed and provides background information when necessary
- Serves as recording secretary at conferences or meetings, taking minutes and preparing minutes of the meeting in final form
- Meets with general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments when warranted
- Prepares payrolls; requisitions supplies; monitors budget; may supervise the activities of other clerical personnel
- Applies knowledge of school system policies procedures and regulations in making decisions, solving work problems and providing information
- Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports
- Performs related work as required

SECRETARY TO ASSOCIATE SUPERINTENDENT

MINIMUM QUALIFICATIONS:

Graduation from standard high school or possession of a GED, plus five (5) years advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing-60 wpm).

PREFERRED:

Demonstrated proficiency in computer literacy.

ISSUED: 7/79; FORMAT REVISED: 3/88; REVISED: (TITLE) 9/90; BOARD APPROVED: 9/12/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, ADA 10/11 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

SECRETARY TO ASSOCIATE SUPERINTENDENT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary to Associate Superintendent – NR