

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7258
Pay Grade: D13

FLSA: Non-Exempt

SECRETARY TO ASSOCIATE SUPERINTENDENT, OPERATIONAL SERVICES
REPORTS TO: Associate Superintendent, Operational Services
SUPERVISES: Not applicable
QUALIFICATIONS: Graduation from a 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). Demonstrated proficiency in computer literacy. Demonstrated knowledge of Microsoft Word, Excel, OUTLOOK, and the TERMS system.
MAJOR FUNCTION Performs complex, varied, and highly responsible secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs under the Associate Superintendent, Operational Services' jurisdiction. Functions are varied in subject matter and level of difficulty. Duties may range from performance of routine clerical assignments to relieving the Associate Superintendent, Operational Services of administrative details and office management functions. Work requires independence of action, exercise or mature judgment, and application of extensive working knowledge of school organization and programs in a variety of work problems involving continual interdepartmental 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.
ESSENTIAL RESPONSIBILITIES <ul style="list-style-type: none">• Keys articles, reports, manuals, forms, and other materials utilizing appropriate computer applications; and checks and proofreads typed copy; prepares records and reports• Initiates, composes, and signs correspondence of a routine and/or complex nature• Receives and routes telephone calls; answers questions which may involve interpretation of policies and procedures• Handles incoming correspondence, both personal and confidential• Maintains files and records of office correspondence, documents, reports, and other material• Serves as personal assistant by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities and may have supervisory responsibilities over clerical staff• Develops materials for use in public speaking engagements• Maintains Emergency Hurricane Shelter List• Maintains database for threat assessments and keeps records• Coordinates and inputs School Board agenda items into MinuteTraq system• Coordinates meetings, conferences, speaking engagements, and appointments for the Associate Superintendent• Prepares agenda for meetings, including compilation of pertinent material for distribution to appropriate personnel• Attends conferences and meetings, as assigned, to take and prepare minutes and to gain knowledge of issues, projects, and plans of the Associate Superintendent and to follow through on all requests made of and approved by the Associate Superintendent• Makes arrangements for conferences including space, time, and place; informs participants of topics to be discussed and provides background information for these conferences when necessary• Meets with the general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments when warranted

SECRETARY TO ASSOCIATE SUPERINTENDENT, OPERATIONAL SERVICES

ESSENTIAL RESPONSIBILITIES

- 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 advanced technology devices and applications for activities such as data entry/retrieval, generation of reports, and preparation of visual and print presentations
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

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

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

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/12 LM; BOARD APPROVED: 9/25/12; REVISED ER 3/19/15 CH

SECRETARY TO ASSOCIATE SUPERINTENDENT, OPERATIONAL SERVICES

<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 computer to enter and transform words or data					X
21. Using various technology tools					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