

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7259
Pay Grade: D13

FLSA: Non-Exempt
Non-Rep

SECRETARY TO ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES SERVICES

REPORTS TO:

Associate Superintendent, Human Resources Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus four (4) years of 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 ERP system.

PREFERRED:

Demonstrated experience within the Human Resources area.

MAJOR FUNCTION

Performs highly responsible, varied, and complex secretarial, clerical, and delegated administrative duties requiring considerable knowledge of Human Resources and district organizations and programs under the supervision of Associate Superintendent, Human Resources Services'. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Associate Superintendent, Human Resources Services of administrative and office management details. Work is performed with considerable independence under general direction. Often requires the use of independent judgment and the application of knowledge of School Board policies and procedures in a variety of work situations. Work is reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Initiates and composes correspondence of a routine and/or complex nature and handles non-routine matters, as required.
- Serves as personal assistant by planning, initiating, and carrying to completion clerical, secretarial, and administrative activities and may have supervisory responsibilities and/or provide lead direction to other clerical personnel.
- Signs routine correspondence; checks and proofreads keyed copy; reads incoming mail and routes to appropriate offices; screens and routes telephone calls; answers inquiries and provides information which may involve interpretation of School Board policies and departmental procedures.
- Meets with general public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments, when warranted.
- Prepares Human Resources agenda items for all School Board meetings.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Coordinates meetings, conferences, appointments, and administrative travel; prepares agendas and compiles/distributes appropriate materials.
- Maintains and balances budget for the Human Resources department.
- Prepares payrolls; requisitions supplies; processes work orders; coordinates budget and contracts
- Reports regularly to the Associate Superintendent, Human Resources any developments or issues within the district which may require awareness or action.
- Prepares, maintains, and reviews for accuracy, articles, reports, manuals, forms, and other materials utilizing appropriate computer applications.

SECRETARY TO ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work problems, and providing information.• Acts as executive office manager for the Human Resources Department.• Utilizes advanced technology devices and applications for activities such as data entry/retrieval, and generation of reports.• Performs other related work as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 6/12 LM; BOARD APPROVED; 7/24/12; REVISED TITLE 3/13 LM; BOARD APPROVED: 4/23/13; REVISED: TITLE, PG, RT, MF, ER, 03/27/19 LM; BOARD APPROVED: 04/23/19

SECRETARY TO ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	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, Human Resources Services – NR