

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: D12

FLSA: Non-Exempt

**SECRETARY TO ASSISTANT SUPERINTENDENT CHIEF OF HUMAN RESOURCE SERVICES**

**REPORTS TO:**

Chief Of Human Resource Services

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED, plus four (4) years advanced secretarial experience. Successful completion of PCSB Secretary IV Test (typing-60 wpm).

**PREFERRED:**

Demonstrated proficiency in computer literacy and experience within the Human Resources area.

**MAJOR FUNCTION**

Performs highly responsible, varied and complex secretarial, clerical and delegated administrative duties; requiring considerable knowledge of the Human Resource and district organizations and programs under the Chief of Human Resource Services jurisdiction. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Chief of Human Resource 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**

- 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
- ~~Communicates with internal and external stakeholders via: letters, email, memorandums, forms and other materials utilizing; a computer~~
- 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
- 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
- Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials
- Prepares payrolls; requisitions supplies; processes work orders; coordinates budget and contracts; may supervise and/or provide lead direction to other clerical personnel
- 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 Resource Department

- Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports
- Performs related work as required

#### **TERMS OF EMPLOYEMENT**

*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 LMCK; BOARD APPROVED

## SECRETARY TO CHIEF OF HUMAN RESOURCE SERVICES

<u>WORKING CONDITIONS &amp; 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 Chief Of Human Resource Services – NR