

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7175 (PESPA)
7176 (NR)
Pay Grade: D07

FLSA: Non-Exempt

SECRETARY II

MAJOR FUNCTION:

Performs advanced clerical and moderately complex secretarial work, meeting the public and assisting in general administrative duties. Functions are varied, may be technical in nature requiring familiarity with terminology used in specialized work and requiring application of independent judgment. Work is performed under general direction and is reviewed through observations and results obtained.

DUTIES AND RESPONSIBILITIES:

- Types correspondence, reports and forms utilizing a computer; takes and types minutes at meetings; composes routine correspondence; checks and proofreads keyed copy
- Acts as a receptionist, making appointments; receiving callers; screening and routing telephone calls and mail; provides information based upon knowledge of particular unit of operation and familiarity with school system procedures, policies, rules and regulations
- Prepares moderately complex reports and summaries requiring specialized knowledge
- Maintains and independently researches and assembles materials from a moderately complex set of files and records
- Prepares payroll, requisitions supplies, processes work orders, monitors budget; may supervise activities of other clerical personnel
- Utilizes a computer for word processing data entry/retrieval and generating reports
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus two (2) years progressively responsible, diversified clerical office experience. Successful completion of PCSB Typing Test (45 wpm).

PREFERRED:

Demonstrated proficiency in computer literacy.

ISSUED: 9/79 SSN; REVISED: 2/87 PBL; BOARD APPROVED: 2/11/87; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; 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 exhaustive list of all responsibilities and duties required of those in this classification.

SECRETARY II

<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 II – PESPA/NR