

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7210 (PESPA)
7215 (NR)
Pay Grade: D11

FLSA: Non-Exempt

SECRETARY IV

MAJOR FUNCTION:

Performs highly responsible, varied and complex secretarial and clerical duties involving delegated administrative duties, and requiring a good working knowledge of organizations and programs under a superior's jurisdiction. Functions are diversified in subject matter and level of difficulty and may range from routine clerical assignments to acting as a personal assistant to a department or building administrator. Work is performed under general direction with considerable independence and is reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Keys correspondence, articles, reports, manuals, utilizing word processing applications takes and transcribes minutes at meetings; composes and signs routine correspondence; checks and proofreads keyed copy; receives and routes telephone calls, answering questions involving interpretation of policies or procedures
- Acts as a receptionist, makes appointments; greets, announces, and routes visitors; receives and routes mail
- Maintains and independently researches and assembles information from a complex set of files and records
- Prepares complex reports and summaries requiring specialized knowledge
- Makes arrangements for conferences, informs participants of topics and provides background information where necessary
- Applies knowledge of school system policies, procedures and regulations in making decisions, solving work problems and providing information
- Prepares payrolls; requisitions supplies; processes work orders; monitors budget; may supervise the activities of other clerical personnel
- Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports
- Performs related work as required

MINIMUM QUALIFICATIONS:

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

PREFERRED:

Demonstrated proficiency in computer literacy.

ISSUED: 9/79 SSN; REVISED: 2/87 PBL; BOARD APPROVED: 2/11/87; 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 IV

<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 IV – PESPA – NR