

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7249
Pay Grade: D13

FLSA: Non-Exempt

SECRETARY, SCHOOL BOARD OFFICE

MAJOR FUNCTION:

Performs advanced, complex, varied and highly responsible clerical duties in the School Board Office. Duties require an extensive working knowledge of the organization and programs of the entire school system in addition to an in-depth knowledge of computer software applications for use with a personal computer. This position requires a high level of professional skill in dealing with confidential and sensitive matters. Functions are varied and range from performance of routine clerical assignments and advanced word processing and desktop publishing to performing duties of the Administrative Assistant to the School Board in her absence.

DUTIES AND RESPONSIBILITIES:

- Assists Administrative Assistant to the School Board members with secretarial and clerical duties necessary for the efficient and timely completion of projects or scheduled work
- Work requires independence of action, exercise of mature judgment and continual inter-departmental relations and extensive public contact
- Acts as secretary to individual School Board members taking dictation and transcribing correspondence, reports, notes, etc., as needed
- Serves as recording secretary at Board meetings for permanent records in the absence of the Administrative Assistant
- Compiles, logs and maintains confidential files and records of office correspondence, documents, reports and other material for the School Board Office through the use of a computer and applicable software
Compiles, verifies and maintains Supplemental Minute Book ensuring proper text, authorizing signatures, etc., for the contracts, ordinances, amendments and other extraneous material filed therein that is periodically reviewed by the state
- Coordinates meetings, conferences, speaking engagements and appointments for the School Board Members
- Upon request, performs research of documents, correspondence, activities, etc., for School Board Members, staff and public citizens and delivers appropriate information
- Performs advanced word processing duties involving the use of multiple software programs to produce complex machine operations in the organization, maintenance and storage of documents pertaining to the School Board Office
- Utilizes data base management and various software programs to type, revise, merge edit, print and store documents
- Records, maintains, and distributes the School Board calendar of events that serves as the official media notification and responds on behalf of Board members
- Covers all office responsibilities in the absence of the Administrative Assistant to the School Board
- Performs other related duties as required

SECRETARY, SCHOOL BOARD OFFICE

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED supplemented by computer courses plus five (5) years progressively responsible office experience to include advanced word processing with experience in a Windows environment and database software applications. Demonstrated proficiency in English, grammar, punctuation and spelling. Successful completion of PCSB Secretary IV Test (typing-60 wpm).

PREFERRED:

Experience in handling confidential matters of a sensitive nature. Experience in utilizing computer data base software. Demonstrated proficiency in computer literacy.

ISSUED: 10/93 PBL; BOARD APPROVED: 11/10/93; MQ'S REVISED 4/94 PBL; BOARD APPROVED: 4/27/94; REVISED: 1/96 PBL; BOARD APPROVED: 3/27/96; TITLE CHG.; BOARD APPROVED: 4/16/02; REVISED WC: 6/04 LM; REVISED D&R, MQ'S, ADA 10/11 LMCK; REVISED D&R LMCK 2/6/12.

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.

SECRETARY SCHOOL BOARD OFFICE

<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				