

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7253  
Pay Grade: D13

FLSA: Non-Exempt

**SECRETARY TO ASSOCIATE SUPERINTENDENT, TEACHING AND LEARNING**

**REPORTS TO:**

Associate Superintendent, Teaching and Learning

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED, plus six (6) years 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 TERMS system.

**MAJOR FUNCTION**

Performs complex, varied and highly responsible secretarial, clerical and administrative duties requiring an extensive working knowledge of the organization and programs under the Associate Superintendent, Teaching and Learning jurisdiction. Functions are varied in subject matter and level of difficulty and may range from performance of routine clerical assignments to relieving the Associate Superintendent, Teaching and Learning of administrative details and office management functions. Work is performed under general supervision and only highly technical or confidential assignments are given close attention by the Associate Superintendent, Teaching and Learning.

**ESSENTIAL RESPONSIBILITIES**

- Keys correspondence, articles, reports, manuals, forms, and other materials utilizing word processing applications, composes and signs routine correspondence; checks and proofreads typed copy
- Receives and routes telephone calls, answers questions which may involve interpretation of policies and procedures
- Opens, reads, and sorts incoming mail; maintains files and records of office correspondence, documents, reports, and other material
- Serves as personal assistant by planning, initiating and carrying to completion clerical, secretarial, and administrative activities
- Develops materials for use in public speaking engagements
- As assigned, attends conferences to take notes and to gain knowledge of problems, projects, and plans of the Associate Superintendent Teaching and Learning and to follow through on all requests made of and approved by the Associate Superintendent Teaching and Learning
- Makes arrangements for conferences including space, time, and place; informs participants of topics to be discussed and provides background information when necessary
- Serves as office receptionist; greets, announces, and routes visitors
- Prepares payrolls; requisitions supplies; monitors budget; may supervise the activities of other clerical personnel
- Applies knowledge of school system policies procedures and regulations in making decisions, solving work problems, and proofreading information
- Utilizes a computer for activities such as data entry/retrieval, word processing, generation of reports, and preparation of visual and print presentations
- Performs related work as required

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**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: 7/79; FORMAT REVISED: 3/88; REVISED: (TITLE) 9/90; BOARD APPROVED: 9/12/90 ; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; TITLE REVISED: 3/95; PBL; BOARD APPROVED: 4/25/95; REVISED: (D&R & MQ'S) 8/95 PBL; BOARD APPROVED: 9/27/95; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, & ADA 10/11 LM; REVISED FORMAT; MQ, MF, ER, ADA; 6/12 LM; BOARD APPROVED: 7/24/12

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<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 Associate Superintendent, Teaching and Learning\_– NR