



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7165
Pay Grade: D06

FLSA: Non-Exempt

SECRETARY I
REPORTS TO: Supervisor
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED, plus one (1) year diversified clerical office experience preferred.
PREFERRED: Proficiency in the use of computers and Microsoft Office. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.
MAJOR FUNCTION
Performs clerical and entry-level secretarial work servicing groups of degreed professionals who provide diagnostic, psychological and/or social work services to students. May provide secretarial services to specific non-administrative supervisory personnel. Functions are varied and involve moderately complex problems, skilled keying, and in most cases, a familiarity with terminology used in specialized work. Work is performed under general directions and is reviewed through conferences and results obtained.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Types correspondence, reports, forms, minutes from meetings from rough copy, handwritten notes or keyed copy utilizing word processing applications; composes routine letters; checks and proofreads keyed copy. • Acts as receptionist; makes appointments; screens and routes 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 researches records and files and pools information for use of professional/supervisory personnel. • Utilizes a computer for word processing data entry/retrieval and generating reports. • May utilize district ERP to prepare payrolls, requisition, personnel transactions, and monitor budgets; may oversee activities of other clerical personnel. • Communicate effectively and maintains positive relationships with public, students, coworkers and administration. • Responds to inquiries and concerns in a timely manner. • Keeps supervisor informed of potential problems or unusual events. • Demonstrates initiative in the performance of assigned responsibilities. • Models and maintain high ethical standards. • Follows attendance, punctuality and dress expectations. • Maintains confidentiality regarding school matters. • Performs other related duties as assigned.

TERMS OF EMPLOYMENT

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: 9/79 MW; REVISED: 1/80 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, ADA 10/11 LMCK; REVISED MQ, MF, ER: 09/23 DC; BOARD APPROVED: 10/24/23

SECRETARY I

WORKING CONDITIONS & PHYSICAL EFFORT:	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 I – PESPA