



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

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

FLSA: Non-Exempt

SECRETARY IV
REPORTS TO: Supervisor
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED, plus four (4) years progressively responsible, diversified secretarial office experience.
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. Good mathematical skills. Good organizational skills.
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.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• 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.• Utilizes district ERP to prepare payrolls, requisitions, personnel transactions, and monitors budget; may supervise the activities of other clerical personnel.• Utilizes a computer for activities such as advanced data entry/retrieval, word processing, electronic spreadsheets and generation of reports.• Communicates 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.

SECRETARY IV

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 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; REVISED MQ, ER: 09/23 DC; BOARD APPROVED: 10/24/23

SECRETARY IV

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 IV – PESPA; NR