



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7262
Pay Grade: D13

FLSA: Non-Exempt

SECRETARY TO CHIEF
REPORTS TO: Chief
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from standard high school or possession of a GED, plus five (5) years advanced secretarial experience.
PREFERRED: Proficiency in the use of computers and Microsoft Office. Demonstrated knowledge and use of district ERP. Ability to perform a multitude of complex clerical tasks and complete duties without close supervision. Ability to work alone or as part of a team. Strong oral and written communication skills. Strong organizational skills. Good mathematical skills.
MAJOR FUNCTION
Performs complex, varied and highly responsible secretarial, clerical, and administrative duties requiring an extensive working knowledge of the organization and programs under a Division Chief's jurisdiction. Functions are varied in subject matter and level of difficulty and range from performance of routine clerical assignments to relieving the Division Chief of administrative details and office management functions. Work requires independence of action, exercise of mature judgment, and application of extensive working knowledge of school organization and programs in a variety of work problems involving continual inter-departmental relations and extensive public contact. Work is performed under general supervision and is reviewed through conferences and observations of the effectiveness of the work performed.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Keys correspondence, articles, reports, manuals, forms, and other materials utilizing word processing applications; composes and signs routine correspondence; checks and proofreads keyed copy; prepares records and reports. • Reads incoming mail and routes to appropriate office; receives and routes telephone calls, answering questions which may involve interpretation of policies and procedures. • Serves as personal assistant by planning, initiating, and carrying to completion clerical, secretarial and administrative activities and may have supervisory responsibilities over a clerical staff. • Maintains files and records of office correspondence, documents, reports, and other materials. • May make recommendations and updates to district website with division information for both internal and external stakeholders. • Prepares agenda for meetings, including compilation of pertinent material for distribution to appropriate personnel. • Coordinates meetings, conferences, speaking engagements, travel, and appointments for the Division Chief. • Plans for conferences, including space, time, and place; informs participants of topics to be discussed and provides background information when necessary. • Serves as recording secretary at conferences or meetings, taking minutes and preparing minutes of the meeting in final form. • Meets with public and may release information pertaining to department procedures and policies; refers questions to appropriate employees or departments when warranted. • Utilizes district ERP to prepare payrolls, requisitions, personnel transactions, and monitors budget. • Applies knowledge of school system policies, procedures, and regulations in making decisions, solving work-problems and providing information • Maintains Emergency Hurricane Shelter List and threat assessments (Operations Division). • Utilizes a computer for activities such as data entry/retrieval, word processing, spreadsheets and generation of reports. • Coordinates and inputs School Board agenda items into Board Docs or similar district application. • Communicates effectively and maintains positive relationships with public, coworkers and administration.

SECRETARY TO CHIEF

ESSENTIAL RESPONSIBILITIES (CON'T)
<ul style="list-style-type: none">• 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 district matters.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 09/23 DC; BOARD APPROVED: 10/24/23

SECRETARY TO CHIEF

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 to Chief – NR