



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7254
Pay Grade: D12

FLSA: Non-Exempt

SECRETARY TO EXECUTIVE DIRECTOR
REPORTS TO: Executive Director
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED, plus four (4) 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 highly responsible, varied, and complex secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the organizations and programs under an Executive Director's jurisdiction. Functions are varied and the level of difficulty ranges from performance of routine clerical assignments to relieving the Executive Director of administrative and office management details. Work is performed with considerable independence under general direction and often requires the use of independent judgment, and the application of knowledge of School Board policies and procedures in a variety of work situations. Work is reviewed through conferences and results obtained.
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.• Screens and routes telephone calls; answers inquiries and provides information which may involve interpretation of School Board policies and departmental procedures.• Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.• Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials.• 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.• Utilizes a computer for activities such as data entry/retrieval, word processing, spreadsheets and generation of reports.• Makes recommendations and updates to district website with division information for both internal and external stakeholders.• 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.

SECRETARY TO EXECUTIVE DIRECTOR

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: 11/89 PBL; 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, PREFERRED, ADA 10/11 LM. REVISED FORMAT, TITLE, MF, ER, ADA, 6/12; LM; BOARD APPROVED: 9/25/12; REVISED MQ, ER: 09/23 DC; BOARD APPROVED:

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<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 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 Executive Director– NR