



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Secretary, Administrative
FLSA Status: Non-Exempt
Salary Grade, if non-union: SG15
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to assist the District in performing clerical and administrative functions for the assigned office.

Essential Functions of this Job

Composes and types correspondence, meeting agendas and subsequent minutes, makes copies, prepares packets and information for supervisor and meeting participants. Organizes and maintains filing systems for retrieval and historical storage. Prepares complex reports and summaries requiring specialized knowledge and strict confidentiality. Conducts research, compiles data and prepares documents for consideration by supervisor and other executives. Answers and screens telephone calls, arranges conference calls, takes and delivers messages. Reads, analyzes and routes mail, including emails, faxes, and other documents. Arranges and coordinates travel schedules and reservations. Orders and maintains office supplies, arranges for equipment maintenance. Greets and routes visitors.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of spreadsheet, word processing, presentation, email, and data management software packages in a Microsoft Office environment. Ability to perform work accurately and thoroughly within time-sensitive deadlines. Ability to deal proactively with work-related problems. Ability to demonstrate conduct conforming to a set of values and accepted standards. Must possess organizational skills and be able to follow a systematic method of performing most functions. Must demonstrate strong time-management skills.

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Ability to read and comprehend instructions, correspondence, and memos. Must possess strong verbal and written communication skills. Ability to maintain confidentiality and handle sensitive materials and information. Must listen well, get clarification, and respond positively to questions and directions. Ability to follow policies and procedures. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

High school diploma or general education degree (GED) is required. Supplemental coursework in business, computer skills and other related coursework is preferred. Previous working knowledge within a local school system, to include terminology, acronyms, laws that affect students, and organizational structures, is highly desirable as well as knowledge of general business practices within the assigned area. A minimum of two years previous related work experience and/or training is also required, with three to five years of related experience preferred.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0137
EEO5: 51
Approval Date: 2010-04-27
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.