



The School Board of Polk County

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

Job Description

Position Title: Secretary II

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG01

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel 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 perform advanced secretarial work involving responsibility for secretarial and clerical duties in connection with the management of the office to which assigned.

Essential Functions of this Job

Receives telephone and personal callers and incoming mail. Takes care of routine matters personally, on the basis of a general knowledge of the program or operation under the supervisor's direction. Routes more technical matters to the proper section or person. Answers routine inquiries not involving controversial questions. Reviews outgoing correspondence to assure completeness. Orally relays messages and instructions from supervisor to subordinates.

Maintains supervisor's calendar. Calls attention to appointments and makes appointments upon instruction. Maintains records of incoming and out going correspondence and action documents, and follows up on work in process. Reviews publications for information dealing with subject matter of special interest to the supervisor. Establishes and maintains subject matter files.

Makes travel arrangements and maintains records of itineraries. Obtains documents, files and background information for the supervisor on the basis of general instructions. May procure supplies, equipment, printing, maintenance services, etc.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Secretary II

Knowledge, Skills and Abilities:

Knowledge of business English, spelling, punctuation, and arithmetic. Knowledge of office and departmental rules, regulations and practices and procedures. Ability to prepare routine documents and compose business letters and memoranda. Skill in taking and transcribing dictation if required of position. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to relieve the schedule of superior. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school or GED with courses in typing and other commercial subjects; experience in responsible secretarial and clerical work; or an equivalent combination of training and experience.

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: 0530
EEO5: 51
Approval Date: 1993-06-22
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.