



The School Board of Polk County

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

Job Description

Position Title: Principal's Secretary, 11 month
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: PRS11
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 routine clerical work within various offices in the School District.

Essential Functions of this Job

Types letters, memoranda, reports, cards, statements, purchase orders, tabulations and other materials from copy or rough draft; cuts and proofreads stencils; operates mimeograph, copy and stencil cutting machines.

Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically, or by other established classifications; sorts and distributes mail. Receives, verifies, catalogs and prepares library materials for distribution.

Meets the public and gives nontechnical information and explains well-defined rules; screens and refers office callers; takes telephone messages.

Prepares and processes routine forms or form letters. Posts data manually or by machine from forms or form letters to cards or other records, based on well-established procedures.

Computes data from listings, reports or other records; assembles data in appropriate form for use in completing required reports.

Non-Essential Functions of this Job

Performs other duties as assigned.

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Knowledge, Skills and Abilities:

Some knowledge of business English, punctuation, spelling and arithmetic. Some knowledge of office practices and procedures. Ability to type at a prescribed rate of speed. Ability to make arithmetic computations with reasonable speed and accuracy. Ability to keep routine records and make simple reports. Some skill in the use of office and duplicating equipment. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED, with courses in typing, 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 and some areas not environmentally controlled. Requires sitting for a portion of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and work locations within the district.

Local Code: 9923
EEO5: 51
Approval Date: 2000-10-10
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.