

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### EXECUTIVE SECRETARY TO THE SUPERINTENDENT

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Secretarial training and two years practical office experience.
- Experience in school system preferred.
- Skilled in shorthand, typing, business English, dictation, dictation equipment, and office procedures.
- Ability to assume responsibility without direct supervision, exercise judgment and make decisions within the scope of authority.
- Ability to communicate with the public pleasantly both in person and by telephone.
- Ability to work harmoniously with a diversity of individuals both inside and outside the schools and county offices.
- Possess a professional attitude of loyalty to the Superintendent and school system.
- Ability to work under pressure.

**REPORTS TO** Superintendent

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To handle administrative responsibilities delegated by the Superintendent to assist in the operation of the school system.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Handle telephone calls for Superintendent both incoming and outgoing. Screen, refer and/or follow through with appropriate action.
2. \* Greet and receive visitors.
3. \* Open, evaluate, organize, duplicate, reply, route, and file mail. Type rough drafts for speeches and reports. Compose and type correspondence, memoranda and directives.
4. \* Maintain records of travel; dictation, memos, school and civic activities, State Board of Education Regulations, Board Policies, Digest of Opinions data, home calendars, Florida School Laws.
5. \* Maintain a workable and current set of general and state files.
6. \* Schedule appointments and conferences, school visits and speaking engagements. Maintain civic and business calendar and social, as requested
7. \* Make all travel arrangements.
8. \* Send cards, flowers, letters of congratulations and sympathy, letters of recommendation, letters of acceptance and regrets, etc.
9. \* Requisition supplies, books and articles for Superintendent's Office
10. \* Coordinate and keep open communications with all with all departments. Assist other departments in work loads when possible.
11. \* Serve as Acting Board Clerk in the absence of the Clerk to the School Board. Prepare Agenda, accompanying materials and transcribe minutes for presentation to Board.
12. \* Prepare Superintendent's Administrative Personnel Recommendations to the Board.
13. \* Handle confidential correspondence and maintain Superintendent's confidential file.
14. \* Receive and process step II of grievance data.
15. \* Coordinate all community and civic requests responsibilities.
16. \* Serve as unofficial public relations for Superintendent.
17. Perform other duties as directed by the Superintendent.

\*Denotes essential job function/ADA

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**AS-C \$31,925 - \$56,694**  
 M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
 Personnel Category **16**  
 EEO-5 Line **51**

Function **7200**  
 Survey Code **72090**  
 Job Code **1656**

##### ADA CODES

2 **Sedentary**  
 3 **A - C / T - V**  
 4 **B**

##### BOARD APPROVED

**October 26, 1977**