

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SECRETARY, Textbook--IMTS

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in secretarial and clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- An aptitude for simple arithmetic and some familiarity with record keeping.
- Proficiency in using an adding machine or calculator.

REPORTS TO Director of Instructional Media and Technology Services

SUPERVISES No supervisory duties

POSITION GOAL

To perform secretarial and clerical tasks in a timely and effective manner

PERFORMANCE RESPONSIBILITIES

1. * Prepare appropriate forms for instructional materials and process the orders on the computer.
2. * Maintain the district and school inventories of instructional materials.
3. * Process new acquisitions, maintain the inventory and circulate the collection of the Specimen Library.
4. * Keep records of surplus instructional materials in the warehouse and in the schools.
5. * Pack and ship instructional materials as directed.
6. * Prepare forms for the Delivery and Receiving Clerk to receive orders.
7. * Monitor back orders and notify the Supervisor when invoices may be paid.*Maintain information in computer database.
8. * Receive visitors/phone calls, and provide information or make referrals to other staff members, when appropriate.
9. * Create and/or maintain files.
10. * Open, sort, and distribute mail.
11. * Draft, type, and maintain cost center correspondence and other documents.
12. * Operate general office machines.
13. * Schedule appointments, conferences, and transportation/travel arrangements for Administrator, staff, and/or students, as requested by the Administrator or Designee.
14. * Process forms relating to students, staff, and/or departmental functions.
15. * Serve as Insurance or Workman's Compensation contact, as assigned by the Administrator and/or Designee.
16. Perform other duties as assigned by the Director of Instructional Media and Technology Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

| PAY GRADE | POSITION CODES | ADA CODES | BOARD APPROVED |
|---------------------------------|------------------------------|------------------------------|----------------|
| District Salary Schedule | PeopleSoft Position | 2 Light Work | July 11, 1995 |
| C-B \$23,301 - \$41,374 | Personnel Category 16 | 3 A-I / K - Q / S - V | |
| M-12 D-258 H-1935 | EEO-5 Line 51 | 4 None | |
| C-B1 \$20,138 - \$35,761 | | | |
| M-11 D-223 H-1672.5 | | Job Code 1614 | |
| C-B2 \$17,698 - \$31,430 | | | |
| M-10 D-196 H-1470.0 | | Job Code 1613 | |