

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST, Community Involvement--Clerical and Technical Writer

#### QUALIFICATIONS

- High School Diploma or the equivalence or Florida Special Diploma.
- Appropriate communication skills.
- Proficiency in secretarial skills.
- Proficiency in technical writing skills.
- Two (2) years secretarial experience.
- Knowledge of word processing applications and office technology as related to department job functions.

**REPORTS TO** Director, Community Involvement  
and Public Information

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To perform secretarial and clerical tasks with minimum direct supervision while exercising judgment within the scope of authority, and to assist with technical writing for district publications.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Maintain and update information within computer data base.
2. \* Answer routine correspondence.
3. \* Receive visitors, phone calls and provide information or make referrals to other staff members.
4. \* Schedule appointments and meetings.
5. \* Prepare, type and process routine press releases and assist with district publications.
6. \* Assist with technical writing as requested by the Director.
7. Perform other duties as assigned by the Director of Community Involvement and Public Information.

\*Denotes essential job function/ADA

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-C1 \$26,171 - \$46,476**  
M-11 D-223 H-1672.5

##### POSITION CODES

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

Function **9100**  
Survey Code **91093**  
Job Code **1323**

##### ADA CODES

2 **TBA**  
3 **TBA**  
4 **TBA**

##### BOARD APPROVED

September 8, 1998