

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### EXECUTIVE SECRETARY

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in secretarial skills.
- Proficiency in shorthand/speedwriting/or letter writing.
- Two (2) years of office experience.
- Computer data entry experience preferred.
- Bilingual ability may be required per advertised vacancy specifications.
- Knowledge of word processing applications to include desk top publishing and office technology as related to departmental job functions.

**REPORTS TO**    Designee Of Superintendent

**SUPERVISES**    No supervisory duties

### POSITION GOAL

*To perform secretarial and clerical tasks with minimum direct supervision while exercising judgment within the scope of authority.*

### PERFORMANCE RESPONSIBILITIES

1. \* Maintain/update information within computer data base.
2. \* Receive visitors/phone calls and provide information or make referrals to other staff members, when appropriate.
3. \* Create and/or maintain filing systems.
4. \* Open, organize, and route mail.
5. \* Answer routine correspondence.
6. \* Draft, type/word process correspondence and other documents.
7. \* Collect, tabulate, and report data necessary to the operation of office.
8. \* Take dictation, minutes and transcribe.
9. \* Schedule appointments and meetings for supervisor.
10. \* Make travel arrangements, reservations, etc.
11. \* Operate general office machines as needed.
12. \* Inventory and order supplies, forms and equipment.
13. \* Perform bookkeeping functions, when required.
14. Perform other duties as assigned by the designee of the Superintendent.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**C-C1 \$27,595 - \$49,004**  
M-11    D-223    H-1672.5  
**C-C    \$31,925 - \$56,694**  
M-12    D-258    H-1935  
**AS-C   \$31,925 - \$56,694**  
M-12    D-258    H-1935  
**C-C2   \$24,252 - \$43,066**  
M-10    D-196    H-1470

**POSITION CODES**

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

Function                **Vary**  
Survey Code            **72090**  
Job Code                **1959**  
  
Job Code                **1618**  
  
Job Code                **1618T**

**ADA CODES**

2 **Light Work**  
3 **A – D/L/ O – P/S - V**  
4 **None**

**BOARD APPROVED**

**March 13, 1990**