

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SECRETARY

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.

REPORTS TO Cost Center Administrator or Designee

SUPERVISES No supervisory duties

POSITION GOAL

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

PERFORMANCE RESPONSIBILITIES

1. * Maintain information in computer database.
2. * Receive visitors/phone calls, and provide information or make referrals to other staff members, when appropriate.
3. * Create and/or maintain files.
4. * Open, sort, and distribute mail.
5. * Draft, type, and maintain cost center correspondence and other documents.
6. * Operate general office machines.
7. * Schedule appointments, conferences, and transportation/travel arrangements for administrator, staff, and/or students, as requested by the cost center administrator or designee.
8. * Process forms relating to students, staff, and/or departmental functions.
9. * Serve as insurance or Worker's Compensation contact, as assigned by the cost center administrator and/or designee.
10. Perform other duties as assigned by the cost center administrator or designee.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B2 \$17,698 - \$31,430
 M-10 D-196 H-1470.0
C-B1 \$20,138 - \$35,761
 M-11 D-223 H-1672.5
C-B \$23,301 - \$41,374
 M-12 D-258 H-1935

POSITION CODES

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

Function **Vary**
 Survey Code **Vary**
 Job Code **1613**

 Job Code **1614**

 Job Code **1615**

ADA CODES

2 **Sedentary**
 3 **A-C/F-I/K-V**
 4 **Indoors**

BOARD APPROVED

July 11, 1995