

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7165
Pay Grade: D06

FLSA: Non-Exempt

SECRETARY I

MAJOR FUNCTION:

Performs advanced clerical and entry-level secretarial work servicing groups of degreed professionals who provide diagnostic, psychological and/or social work services to students. May provide secretarial services to specific non-administrative supervisory personnel. Functions are varied and involve moderately complex problems, skilled keying, and in most cases, a familiarity with terminology used in specialized work. Work is performed under general directions and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Types correspondence, reports, forms, minutes from meetings from rough copy, handwritten notes or keyed copy utilizing word processing applications; composes routine letters; checks and proofreads keyed copy
- Acts as receptionist; makes appointments; screens and routes telephone calls and mail; provides information based upon knowledge of particular unit of operation and familiarity with school system procedures, policies, rules and regulations
- Prepares moderately complex reports and summaries requiring specialized knowledge; maintains and researches records and files and pools information for use of professional/supervisory personnel
- Utilizes a computer for word processing data entry/retrieval and generating reports
- May prepare payrolls, requisition supplies, process work orders, monitor budgets; may oversee activities of other clerical personnel
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, plus one (1) year diversified clerical office experience. Successful completion of PCSB typing Test (40 wpm).

ISSUED: 9/79 MW; REVISED: 1/80 SSN; REVISED 2/87 PBL; BOARD APPROVED: 2/11/87; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; REVISED D&R, ADA 10/11 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

SECRETARY I

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary I – PESPA