



Job Title: **Administrative Recording Secretary**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Superintendent in their role as Secretary and Executive Officer to the Board regarding all aspects of the School Board Agenda/Meetings.

ESSENTIAL JOB FUNCTIONS

- Collects, organizes, compiles, and distributes School Board agendas for regular, special meetings, and workshops.
- Arranges for the advertising of all School Board meetings, workshops, Citizen's Advisory meetings, and other meetings as prescribed by law; coordinates with local media for the publication of these notices.
- Prepares and maintains e-agenda for each Board session.
- Records, transcribes, and distributes official minutes of all meetings and workshops.
- Responds, as directed, in preparing correspondence as needed.
- Obtains appropriate approval and/or signatures on all documents acted upon by the School Board.
- Maintains files of all School Board actions as required by policy and law, including archived storage of minutes and backup since 1800's.
- Coordinates use of any rooms or facilities for meetings held off-site; i.e., schools.
- Provides Internet posting of minutes to School District web page.
- Assists District staff, state auditors, and members of the public in researching minutes as needed.
- Interfaces with administration, School Board, and School Board Attorney as needed.
- Uses effective communication skills to interact with a variety of people and problems.
- Establishes and distributes calendar of all meetings and workshops.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent; two (2) year Degree with secretarial science training preferred.
- Minimum of five (5) years of secretarial experience at administrative level.

- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a proficiency in computer operations.
- Requires the ability to display personal skills needed to perform difficult tasks relating to the public, staff, and School Board.
- Requires the ability to display skills in meeting difficult situations with tact and finesse enabling problems to be solved.
- Requires the ability to display advanced secretarial skills and computer proficiency.
- Requires the ability to display good judgment in dealing with confidential matters.
- Requires the ability to follow specific procedures that may result in interaction with co-workers, citizens, or other individuals.
- Requires the ability to make a few decisions regarding my activities and priorities.
- Requires the ability to accommodate an adjustable work schedule based on operational activity and needs of the district.
- Requires the ability to prepare and/or process check requests.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, repetitive motion, speaking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: