



**Job Title:**                    **Administrative Secretary II**

### **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:**            Educational Support – 15

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

### **JOB SUMMARY**

The purpose of this position is to provide routine to moderately complex administrative support involving secretarial duties, promoting efficient and organized operation of office activities in the assigned functional area or administrative department.

### **ESSENTIAL JOB FUNCTIONS**

- Provides leadership of daily clerical/secretarial operations; plans, implements, and supervises clerical work for the assigned department and/or office; promotes and makes recommendations to improve efficiency of office procedures; acts in a confidential capacity in related administrative office tasks.
- Generates routine and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned office; researches, develops, and generates material for meetings, special projects, and official correspondence.
- Greets visitors and directs them to the appropriate area.
- Receives public inquiries and concerns, ascertaining the nature of the request, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the appropriate management personnel.
- Interprets rules, regulations, policies, and procedures to employees and the general public as related to the department as needed.
- Researches and administers the preparation and distribution of various special reports, notices, and other relevant materials for the dissemination of information to various District and School personnel.
- Receives and screens telephone calls, greets office visitors, and provides information requiring a broad knowledge of department operations, policies, and procedures.
- Maintains control of incoming and outgoing correspondence and documents to ensure timely replies.
- Records, transcribes, types, and proofs stenographic dictation and minutes utilizing stenography and/or tape recording equipment. Reviews work product for content accuracy, punctuation, grammar, spacing, and general appearance as needed.

- Compiles and maintains accurate and up-to-date records such as mailing lists, expense account information, incoming and outgoing items related to deliveries and transactions, data, and other bookkeeping duties.
- Assists department management with various special projects or programs. May oversee the receipt balancing, deposits, and reconciliation of internal accounts.
- Organizes the maintenance of office supplies and inventory.
- Schedules conferences and meetings; coordinates meetings and staff action.
- Advises staff, officials, and the general public on departmental operations, policies, and procedures.
- Makes use of available tools to improve work efficiency and accuracy; analyzes needs to recommend improvements.
- Prepares and/or supervises the preparation of reports, documents, etc. Plans, assigns, and reviews the work of subordinate clerical and secretarial personnel.
- Conducts required research and data search and compiles pertinent documents for the preparation of budget revenue, or financial reports.
- Performs various basic accounting duties according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Assists in the compilation of the budget, including typing, calculating, and coordinating completion; maintains budget records throughout the year, documenting balances, expenditures, transfers, and amendments; reconciles budget and prepares financial reports.
- Maintains complex fiscal, operating, personnel, payroll, and activity records and routine and confidential office files; indexes documents for filing, locates, and periodically purges records.
- Processes documentation for new students and new hires.
- Inputs data for purchasing cards, requisitions, and purchase orders.
- Handles all aspects of bus maintenance, including scheduling, obtaining preventative maintenance and repairs, obtaining additional buses, and providing dispatch with information on buses that are temporarily out of service as needed.
- Assists with hearing exams and vision screenings, as well as all related documentation as needed.
- Reserves travel and rentals for staff trips as needed.
- Maintains office supplies and inventory.
- Maintains attendance data.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma or equivalent, with some college-level coursework preferred.
- Two (2) years of responsible secretarial or administrative support experience, and the ability to type at a prescribed rate of speed.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.

- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of specifics of an applied occupational field.
- Requires the ability to display knowledge of standard office practices, procedures, and equipment.
- Requires the ability to display knowledge of basic accounting mathematics, bookkeeping methods, and principles.
- Requires the ability to display analytical skills necessary to perform numerical calculations to obtain totals, balances, and to verify information from complex data.
- Requires the ability to display interpersonal skills necessary to effectively interact with internal staff, citizens, and other county officials and staff.
- Requires the ability to display knowledge of applicable state and federal statutes, rules, regulations, laws, and ordinances controlling the activities of a particular governmental entity or occupational field.
- Requires the ability to display knowledge of routine word processing software and a familiarity with computer operations.
- Requires the ability to operate a computer keyboard and utilizing standard software applications used by the employing agency.
- Requires the ability to develop effective work methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates performing a wide variety of tasks.
- Requires the ability to interpret, explain, and apply applicable laws, regulations, and policies.
- Requires the ability to make decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**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:**