



Job Title: **Administrative Secretary III**

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 – 17

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.
- Interpret rules, regulations, policies, and procedures to employees and the general public as related to the department as needed.
- Receives visitors and telephone calls, ascertains nature of business, and personally handles requests for information, appointments, and other inquiries.
- Compiles and verifies complex and/or technical information for processing; Prepares reports, charts, or tables from general specifications to present information in an easy to read format; Researches and assembles a variety of data from office records for incorporation into various reports.
- Reviews and briefs news articles, reports, bulletins, agenda items, commitments, policies, and other materials sent for an official's attention.
- Takes and transcribes dictation, composes letters and memoranda for an official's signature, and signs documents on his/her behalf.
- Opens and sorts mail; Answers routine correspondence without direction.

- Develops and implements office procedures and approves all documents disseminated through the department.
- Establishes and maintains a confidential filing system, categorizes and maintains manual and/or computerized filing systems, creates tracking systems and forms, enters data, and cross indexes and files documents and books alphabetically, numerically, or by other designated classification.
- Solicits, compiles, and summarizes data from other governmental agencies concerning functional activities and special issues that are of concern and interest to the organization.
- Confers with management to keep them informed on key issues and appries them of changes in meeting dates/times and various other issues.
- Acts as secretary to a board, commission, or committee, coordinating agenda preparation, taking and transcribing minutes, distributing minutes, and following up as required.
- 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.
- Maintains bids, ordering, and purchase orders.
- Oversees purchasing card training, usage, processing, and reconciliation.
- Oversees travel arrangements; makes registrations, reservations, and conference itineraries for the department.
- Reviews and maintains contracts.
- Schedules meetings, prepares meeting agendas, attends meetings, and takes meeting minutes.
- Proofs Board meeting agenda items monthly.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Four (4) 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 and District specific operating software and a familiarity with computer operations.
- 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 prepare 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.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget, manage the budget within assigned department and determine allocation of budget among departments.
- Requires the ability to work with spreadsheets.

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: crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, 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: