



**Job Title:**                **Executive 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:**             Educational Support – 20

**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 highly complex and specialized administrative support to the assigned executive level supervisor.

## **ESSENTIAL JOB FUNCTIONS**

- Monitors AESOP, updates information, and adds accounting codes to system.
- Provides AESOP support to schools, teachers, and substitutes.
- Exports Payroll data from AESOP to Skyward.
- Maintains and provides to schools the list of qualified, long-term substitutes.
- Maintains WINOCULAR and provides related support to schools, employees, and applicants; maintains users and access rights.
- Provides overall leadership and direction of daily clerical operations; Plans, implements, and supervises secretarial work of others; Assists with the evaluation of entry level support staff; Promotes and makes recommendations to improve efficiency of office procedures.
- Attends meetings, conferences, and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit.
- Performs a variety of critical record keeping duties, and manages department record keeping and filing systems relevant materials appropriate to assigned unit, i.e., departmental files, personnel records.
- Completes and processes various forms required of assigned department.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- Five (5) years of progressively 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 knowledge of analytical skills necessary to perform numerical calculations to obtain totals, balances, and to verify information from complex data.
- Requires the ability to display knowledge of 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 educational unit or department.
- Requires the ability to display knowledge of routine word processing software and a familiarity with computer operations.
- Requires the ability to operate of a computer keyboard and utilizing standard software applications used by the District.
- 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.

**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: balancing, feeling, fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, 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:**