

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### STAFFING SPECIALIST ASSISTANT

#### QUALIFICATIONS:

- (1) Degree in Business Education or three (3) years secretarial experience.
- (2) Type at a prescribed rate.
- (3) Transcribe at a prescribed rate.
- (4) Computer proficiency.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform detailed office work including financial functions. Knowledge of office practices and procedures. Ability to use office equipment including computer, typewriter, calculator, copier, fax machine and other related equipment. Good oral and written communication skills exhibiting correct use of grammar, spelling and business English. Knowledge of bookkeeping and basic mathematics skills. Answer telephone calls in a courteous and professional manner. Skill in organization and time management. Ability to establish and maintain positive working relationships with others. Ability to type at a prescribed rate of speed, transcribe and utilize the computer for word processing and other functions. Ability to maintain confidentiality when directed.

#### REPORTS TO:

Assigned Administrator

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned divisions / departments.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Perform clerical duties required by activities and functions of the department / division including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- \* (2) Perform financial duties required by the activities and functions of the department / division including preparing payroll, maintaining inventory, purchasing equipment and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
- \* (3) Answer telephone, route and make calls, record messages, answer questions and provide information.
- \* (4) Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and department / division responsibilities.

**STAFFING SPECIALIST ASSISTANT (ESE CONFIDENTIAL) (Continued)**

- \* (5) Organize office to obtain maximum efficient operation.
- \* (6) Collect and compile relevant data for audits, meetings and reports.
- \* (7) Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.
- (8) Greet visitors and direct them to appropriate area.
- \* (9) Prepare materials for dissemination to school, District staff, parents and community.
- \*(10) Maintains county office files of all active ESE students and provides information upon request.
- \*(11) Maintains database of evaluation referrals and ESE staffings: ensures procedural sequence.
- \*(12) Develops and monitors the addition of new ESE students into computer and coordinates MIS data between county office and schools.
- (13) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- (14) Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- (15) Maintain harmonious working relationship with others.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

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.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**Flagler Schools Strategic Framework – Student & Community Engagement**

**Salary Lane: Support CCZ**