



VOLUSIA COUNTY SCHOOLS

Position Description

ADMINISTRATIVE SECRETARY (GENERAL COUNSEL)

REQUIRED QUALIFICATIONS

- High school education, G.E.D. or equivalent
- Five (5) years progressively responsible experience in an executive support role, preferably in a public school system

REQUIRED SKILLS

- Highly developed planning and organizational skills
- Excellent computer/word processing skills, including use of graphics, desktop publishing, data bases, file management, and spreadsheet software, Internet and inventory systems
- Excellent written and oral communication skills, including shorthand or other speed writing skills and creating original memos and letters; good filing skills
- Excellent human relations skills; ability to work effectively and cooperatively with others
- Accurate, fast typing
- Possess technical knowledge of governmental budget, payroll, property inventory control and policies and procedures
- Possess thorough knowledge of the organization and functions of Volusia County Schools, school district policies and regulations, state and county government structure and operation
- Ability to work in a self-directed manner and able to exercise sound judgment in handling confidential or sensitive information and materials
- Ability to prepare materials for presentation
- Good research skills
- Ability to receive and relay messages and information accurately
- Flexibility of hours and dependable transportation to attend meetings beyond the normal work day

REPORTS TO General Counsel

SUPERVISES Support staff as designated

POSITION GOAL

To provide professional office and support services to the Chief Counsel of Volusia County Schools

PERFORMANCE RESPONSIBILITIES

1. *Communicate effectively with principals, district and school level personnel, and community members.
2. *Plan, assign, coordinate and monitor projects of data collection and compilation and prepare semi-technical reports on various projects.
3. *Schedule appointments and meetings and maintain the calendar of the Chief Counsel.
4. *Research and answer questions and concerns of the public, principals, employees, Board members, other educational agencies and specific state/federal agencies.
5. *Compose a variety of correspondence from incoming mail, instructions or notes or compose replies based on previous experience with the instant subject and the school district.
6. *Advise and maintain an extensive and accurate accounting of all departmental budgetary requirements, including fiscal adjustments and amendments for all departments.
7. *Prepare materials for numerous presentations, school board meetings, conferences, workshops, staff meetings, and goal setting meetings, including manuals and visual aids as needed. Attend these meetings for the purpose of record keeping and follow-up as assigned.
8. *Assist in assuring the accuracy of the material prepared for school board and legal related meetings.
9. *Assist in the preparation of materials and scheduling of grievances or complaints as related to the area.
10. *Coordinate and assist in support activities relating to the screening and selection of administrative personnel as designated.

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**PAGE TWO, ADMINISTRATIVE SECRETARY
(GENERAL COUNSEL)**

11. *Assist district and school staff in solving problems as related to the area.
12. *Provide general office duties such as payroll and inventory reports, travel vouchers, office filing, log the Chief Counsel's mail, correspondence and event/situation(s) for the department, and distribution of materials.
13. *Maintain equipment inventory and procure office supplies.
14. *Make travel arrangements for the Chief Counsel as needed.
15. *Assist in coordinating, dispersing and organizing information and artifacts for the Legal Services' portion of the District Comprehensive Plan (DCP).
16. *Process personnel performance appraisals and salary recommendations as directed.
17. *Coordinate, track and process requests delegated to the administrative staff of Legal Services.
18. *Provide support services for special projects as assigned.
19. *Serve on district committees and task forces as assigned.
20. *Process all internal purchase orders including orders for the warehouse and outside vendors, as assigned.
21. *Assist in coordinating, executing and attending various district wide workshops and conferences, including preparing facility contracts, securing and communicating with consultants, monitoring financial expenditure and preparing materials.
22. *Update and maintain the Department's web page.
23. Perform other related duties as assigned by the General Counsel.

*Denotes essential job function/ADA

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
10/28/97 Supt 4/10/01	Months: 12 Days: 260 Hours: 8.0 Tenure: No	District Schedule Level: 03	Bargaining Unit: 2 Title: 22109 DOE: 72090 EEO-5 Line: 051	2- Sedentary Work 3- A-C, F-G, L, P, S-V 4- Indoors	Non-Exempt	Superintendent Chief Coun.

INCUMBENT:

Signature: _____
Date: _____

RLN 4/10/2001, RK 9/20/04, 4/5/05,
10/14/08, 1/22/13