

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6028
Pay Grade: E02

FLSA: Exempt
PTS

SECRETARY TO CHIEF / AREA SUPERINTENDENT

MINIMUM QUALIFICATIONS

High School Diploma or possession of a GED, plus five (5) years of advanced secretarial experience.

PREFERRED:

Proficiency with computers and Microsoft Office. Demonstrated knowledge and use of the district ERP. Ability to perform a wide range of complex clerical tasks and complete duties without close supervision. Ability to work independently or as part of a team. Strong oral and written communication skills. Strong organizational skills. Good mathematical skills.

MAJOR FUNCTION

Performs highly responsible, varied, and complex secretarial, clerical, and delegated administrative duties requiring extensive knowledge of district organizations, programs, policies, and procedures. Functions are varied and the level of difficulty ranges from routine clerical assignments to relieving the assigned administrator of administrative and office management details. Work requires independent action, mature judgment, and the application of knowledge of school board policies and procedures in a variety of work situations involving continual interdepartmental relations and extensive public contact. Work is reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Initiates, drafts, and processes routine and complex correspondence, reports, forms, manuals, articles, and other materials; signs routine correspondence and proofreads completed documents for accuracy.
- Reads, screens, and routes incoming mail, telephone calls, and inquiries; provides information and responds to questions requiring interpretation of school board, district, departmental, and division policies and procedures.
- Serves as a personal assistant by planning, initiating, coordinating, and completing clerical, secretarial, and administrative tasks; may supervise or provide lead direction to clerical staff.
- Maintains, researches, and compiles information from files, records, correspondence, and other sources; prepares reports, summaries, records, and related documentation requiring specialized knowledge.
- Maintains office files, records, and official documents in accordance with district procedures.
- Coordinates and schedules meetings, conferences, appointments, speaking engagements, travel, and other administrative activities; prepares agendas, compiles and distributes materials, and communicates relevant information to participants.
- Serves as recording secretary for meetings and conferences, preparing and distributing accurate minutes as required.
- Uses district ERP and other district applications to prepare payrolls, requisitions, personnel transactions, budget-monitoring reports, school board agenda items, and related administrative documents.
- Applies knowledge of district policies, procedures, regulations, and administrative practices to make decisions, resolve work-related issues, and provide information.
- Uses advanced technology, including word processing, spreadsheets, databases, website management tools, Community, and other district applications for data entry, retrieval, reporting, and communication.
- May coordinate updates and recommendations for district website content and maintain specialized operational records, lists, assessments, or reports as assigned.
- Meets and communicates effectively with employees, administrators, stakeholders, and the public; maintains positive working relationships and, when necessary, refers inquiries to the appropriate personnel or departments.
- Keeps supervisors informed about significant developments, potential problems, unusual events, and issues requiring attention or action.
- Responds to inquiries and concerns in a timely and professional manner.
- Demonstrates initiative, sound judgment, and professionalism in fulfilling assigned responsibilities.
- Models and upholds high ethical standards.

SECRETARY TO CHIEF / AREA SUPERINTENDENT

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Adheres to established expectations for attendance, punctuality, and dress. • Maintains confidentiality of school district matters and sensitive information. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<i>Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.</i> <i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i> <i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 07/28/26;

SECRETARY TO CHIEF / AREA SUPERINTENDENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary to Chief / Area Superintendent – PTS