

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

SECRETARY I – SAFE SCHOOLS

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of general office equipment: fax machine, copy machine, phone, etc.
- Ability to perform basic computer functions

Desired Qualifications:

- Minimum of two (2) years of prior office experience
- Ability to pass typing test of 40 words per minute

Performance Responsibilities:

- Maintain confidentiality at all times
- Greet visitors directing them to appropriate personnel
- Type correspondence, various forms, reports, memos and other materials
- Answer multi-line phone system, take messages and/or direct calls to proper extensions
- Process identification/access badges for staff, volunteers, vendors, etc.
- Adhere to established procedures for collecting, receipting and recording payments
- Prepare warehouse requisitions and corresponding paperwork
- Receive and check-in all supplies; distribute to appropriate personnel
- Maintain inventory for warehouse supplies and equipment
- Open, sort, date and distribute pony and mail
- Maintain filing system for non-confidential correspondence
- Maintain work order log, type and submit work orders and complete follow-up
- Assist with support at training events for staff
- Sustain focus and attention to detail
- Perform other duties as assigned by the site administrator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Safe Schools and/or designee

Evaluation:

Annual evaluation done by Director of Safe Schools and/or administrative designee

Terms of Employment:

12 month employment

Salary:

Salary based upon approved salary schedule – Confidential Level B

Job Code:

Board Approved:

Revised: