

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SECRETARY TO THE DIRECTOR OF HUMAN RESOURCES

Required Qualifications:

- High school diploma or general education diploma (GED)
- Ability to take and transcribe dictation
- Ability to organize and manage reports, manuals, correspondence, phone calls, etc.
- ~~Pass typing test of 50 words per minute and demonstrate excellence in typing~~
- Considerable knowledge of office practices, procedures, equipment and materials
- Knowledge of and ability to use necessary computer programs
- Ability to demonstrate initiative and independent judgment without direct supervision
- Experience in responsible clerical and secretarial work

Desired Qualifications:

- Associate's degree
- Previous human resources experience
- Pass typing test of 40 words per minute and demonstrate excellence in typing

Performance Responsibilities:

- Type confidential correspondence, reports, manuals, contracts, etc.
- Compile reports for federal government, Department of Education and various departments
- Prepare evaluation forms for administrator
- Maintain effective filing system for correspondence, reports, etc.
- Prepare requisitions, purchase orders and work orders
- Maintain and track petty cash for the department
- Be responsible for property inventory
- Order materials and supplies
- Prepare payroll for the department
- Assist in budget preparation and recordkeeping
- Maintain departmental budget data bases and run budget sheets
- Answer and direct calls
- Input and maintain various records and manuals
- Attend meetings as required, and record and transcribe minutes
- Act as Benefits Coordinator and Workers' Compensation contact person
- Act as a backup for office staff when needed
- Assist in the daily functions of the department when the Director of Human Resources is not available
- Perform other duties as assigned by the Director of Human Resources 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 Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level E

Job Code:

77391

Board Approved: 06/10/14
Revised: