

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union\*

<b>SECRETARY I</b>
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**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 one (1) year of prior office experience
- Ability to pass typing test of 35 words per minute

**Performance Responsibilities:**

- Answer multi-line phone system, take messages and/or direct calls to proper extensions
- Greet parents and visitors and direct them to appropriate personnel
- Issue tardy slips and bus passes
- Operate secure front office, i.e., verify identification of pick-ups, maintain sign-in and sign-out log and issue passes for volunteers, visitors and workers on campus
- Open, sort, date and distribute pony and mail
- Order and maintain a supply of forms and stationery used by the facility
- Maintain clean and orderly front office
- Maintain filing system for non-confidential correspondence
- Maintain work order log, type and submit work orders and complete follow-up
- Handle items for student distribution, i.e., school insurance, picture, etc.
- Assist other secretaries with typing of correspondence, reports, forms, etc.
- 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 site administrator and/or designee

**Evaluation:**

Annual evaluation done by site administrator and/or administrative designee

**Terms of Employment:**

10-, 11-, or 12-month employment

\*If designated as a confidential clerical position at site, non-union

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level E

If designated as a confidential clerical position at site, salary schedule - Confidential Level B

**Job Code:**

73091 (may vary by location)

Board Approved: 08/18/98

Revised: 01/20/09, 05/17/11