

Hernando County School Board Florida

FLSA: Non-Exempt, Union*

SECRETARY II

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Ability to perform the functions of a Secretary I, as needed
- Knowledge of general office practices, procedures and equipment
- Computer knowledge and skills necessary to perform duties of position
- Ability to use independent judgment in performing a variety of assignments and tasks
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Ability to effectively communicate with parents, staff and others in a professional manner

Desired Qualifications:

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

Performance Responsibilities:

Secretary II – Office

- Type correspondence, various forms, memos and other materials
- Open, sort, date and distribute pony and mail
- Maintain appointment calendar
- Prepare reports as needed
- File various correspondence and reports
- Distribute information to teachers, parents, administrators or appropriate personnel as necessary
- Act as risk management contact for site, which includes completing Notice of Injury Reports, maintaining worker's compensation log, etc.
- Order textbooks, keep inventory of textbooks and process related paperwork
- Prepare payroll and corresponding forms
- Type and submit work orders and complete follow-up
- Prepare warehouse requisitions and corresponding paperwork
- Receive and check-in all supplies and distribute to appropriate personnel
- Maintain inventory for warehouse supplies and equipment
- Process substitutes for classroom coverage on a daily basis
- Greet parents and visitors and direct them to appropriate personnel
- Answer and screen incoming calls and direct them to correct extensions
- Assist with registration and withdrawals for regular school year and Saturday School if applicable to site
- Receive and send student records
- Perform other duties as assigned by the site administrator and/or designee

Secretary II – Guidance Office

- Type correspondence, various forms, memos and other materials
- Greet parents and visitors and direct them to appropriate personnel
- Answer and screen incoming calls and direct them to correct extensions
- File various correspondence and reports
- Distribute information to teachers, parents, administrators or appropriate personnel as necessary
- Assist with registration and withdrawals for regular school year and Saturday School (if applicable to site)
- Receive and send student records
- Pull cumulative and Exceptional Student Education (ESE) records for various meetings
- Track pre-referrals and referrals for evaluation
- Track 504 students for annual review by sending notices to parents and teachers
- Assist in distribution and collection of all testing materials
- Review records and achievement data for student transfers
- Update transcript cards as needed
- Distribute college applications and transcripts
- Post ACT and SAT scores from testing centers
- 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 H

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

Job Code:

73091 (may vary by location)

Board Approved: 08/18/98

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