

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>SECRETARY TO THE DIRECTOR OF STUDENT SERVICES</b>
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**Required Qualifications:**

- High school diploma or equivalent
- Ability to take and transcribe dictation
- Ability to organize and manage reports, manuals, correspondence, phone calls, etc.
- 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

**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
- Take and transcribe dictation
- Maintain effective filing system for correspondence, reports, etc.
- Prepare requisitions, purchase orders and work orders
- Maintain and track petty cash for the department
- Responsible for property inventory
- Order materials and supplies
- Prepare payroll for the department, grant-funded positions and special projects
- Assist in budget preparation and recordkeeping
- Maintain departmental budget data bases and run budget sheets
- Answer and direct calls
- Greet parents and students
- 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
- Complete various forms required by Human Resources Department
- Act as contact person for schools attempting to reach Attendance Assistants via radio
- Act as a backup for front office
- Assist in the daily functions of the department when the supervisor is not available
- Perform other duties as assigned by the Director of Student Services 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 Student Services and/or designee

**Evaluation:**

Annual evaluation done by the Director of Student Services and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level E

**Job Code:**

61091

Board Approved: 07/06/99

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