

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

EXECUTIVE SECRETARY

Required Qualifications:

- High school diploma or equivalent
- Must pass typing test of 50 words per minute and demonstrate excellence in typing
- Knowledge of Business English
- Knowledge of office practices, procedures and equipment
- Knowledge of, and ability to use, necessary computer programs
- Ability to operate office machines efficiently
- Ability to work independently and communicate with outside firms and agencies
- Experience in responsible clerical and secretarial work
- Ability to take and transcribe shorthand, speedwriting or comparable skills

Performance Responsibilities:

- Maintain data summaries and assist in the completion of district, state, and federal reports
- Order and maintain records of items received and their use
- Type confidential administrative correspondence, special projects and other materials as needed
- Maintain permanent files
- Attend meetings as required
- Perform other secretarial and receptionist functions as necessary
- Gather information for special projects
- Perform other duties as assigned by the immediate supervisor 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 immediate supervisor and/or designee

Evaluation:

Annual evaluation done by the immediate supervisor and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level I

Job Code:

Depends on location

Board Approved: 08/18/98

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