

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union*

SECRETARY I

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 50 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