

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union*

SECRETARY III

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Ability to pass typing test of 50 words per minute
- Knowledge of office practices, procedures and equipment
- Ability to use independent judgment in performing a variety of assignments and tasks
- Ability to record and transcribe minutes
- Computer knowledge and skills
- Ability to compile data and prepare records and reports

Desired Qualifications

- Minimum of two (2) years of prior office experience
- Advanced experience in accounting and bookkeeping procedures

Performance Responsibilities:

- Type and compose correspondence, forms, reports, manuals, contracts, confidential information, etc.
- Open, sort, date and distribute pony and mail
- Screen and direct phone calls to appropriate personnel
- Copy and distribute materials and information
- Maintain effective filing system for correspondence, records, etc.
- Maintain appointment calendar for supervisor
- Schedule meetings and secure locations as needed
- Prepare and maintain purchase orders, requisitions and work orders
- Maintain property inventory and prepare property inventory transfers
- Receive and check-in materials, supplies and equipment and approve for payment
- Contact vendors regarding prices, quotes, missing items, etc.
- Assist with budget preparations
- Transfer funds to and within accounts
- Work with the Finance Department to ensure accuracy of accounts
- Maintain service contracts on equipment and contact vendors for service
- Maintain petty cash fund
- Prepare payroll and all corresponding forms
- Prepare leave forms and travel reimbursement request forms
- Compile reports for federal government, Department of Education and various other departments
- Input and maintain various records on personal computer and mainframe

- Create and maintain spreadsheets and databases
- Attend meetings as required, and record and transcribe minutes
- 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:

12-month employment

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

Salary:

Salary based upon approved salary schedule - Noninstructional Level K

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

Job Code:

Depends on location

Board Approved: 08/18/98

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