

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>EXECUTIVE SECRETARY BUSINESS SERVICES DIVISION</b>
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**Required Qualifications:**

- High school diploma or equivalent
- Minimum of four (4) years of experience providing management level administrative support
- Must pass typing test of 50 words per minute and demonstrate excellence in typing
- Knowledge of Business English, spelling, grammar and punctuation
- Knowledge of office practices, procedures and equipment
- Computer skills with thorough knowledge of Microsoft programs such as Word and Excel
- Ability to take and transcribe notes from oral presentations
- Ability to maintain confidentiality in daily work duties
- Experience handling confidential documents and ensuring they remain secure
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Experience in composing letters and memos independently
- Ability to use good judgement while recognizing the scope of authority given

**Desired Qualifications**

- Associate's Degree in business management, office administration or related area
- Five (5) years of broad, varied, and responsible secretarial work including, but not limited to, executive-level support
- Ability to initiate and anticipate data, reporting, and project needs
- Ability to learn specific rules, regulations, laws, and policies quickly and apply them with sound judgment in a variety of procedural matters without immediate supervision

**Performance Responsibilities:**

- Perform all necessary secretarial and clerical duties for the Executive Director
- Provide secretarial support with minimal direction while maintaining strict confidentiality in all aspects of work
- Review, edit, compose, and prepare correspondence, reports, and memos to include confidential documents and special reports
- Organize and prioritize work to meet deadlines
- Organize and maintain the Executive Director's calendar and schedule appointments
- Screen telephone calls and take messages for the Executive Director
- Submit payroll information and maintain leave forms for the leaders of Business Services
- Prepare and maintain payroll related documents for the Executive Director
- Assist the Executive Director with research assignments and reports

- Assist the Executive Director with internal concerns/complaints and maintain the related records
- Provide support to the Division's leaders, as needed
- Assist with job interviews when needed
- Assist callers in a patient, courteous manner and provide required information or resources when requested and/or route to the appropriate contact person/department
- 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
- Sustain focus and attention to detail
- Perform other duties as assigned by the Executive Director of Business 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 Executive Director of Business Services and/or designee

**Evaluation:**

Annual evaluation done by the Executive Director of Business Services 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, 06/25/19