

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
BARTOW, FLORIDA

SECRETARY III

MAJOR FUNCTION

Highly responsible and advanced secretarial work in administratively supporting the supervisor of a large operating unit. The level differs from that of a Secretary II in that the Secretary III participates more intensely in the management of the office by applying considerable knowledge of the substantive program or programs under the supervisor's control.

ILLUSTRATIVE DUTIES

Receives telephone and personal callers and when the supervisor is busy, screens those which in the secretary's judgment can be transferred to subordinates. Personally takes care of many matters and questions, including answering substantive questions not requiring extensive research or technical knowledge. Keeps the supervisor's calendar and schedules appointments and conferences without prior clearance. Assures that the supervisor is fully briefed on matters to be considered.

Receives requests for statistical or informative material concerning supervisor's program. Advises when materials can be furnished; prepares it personally or follows up to see that it is prepared within the specified time. Monitors telephone calls for the purpose of preparing summaries of conversations and commitments made, and reminds supervisor of same. Makes necessary arrangements for conferences, including space, time, people, etc. Assembles background material for supervisor. Attends meetings and prepares reports of the proceedings.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, punctuation and arithmetic. Considerable knowledge of modern office practices and procedures. Considerable knowledge of organizational rules, regulations, procedures, functions and personnel. Ability to apply these to complex work problems and situations. Working knowledge of principles of office management and supervision. Ability to compose effective and accurate correspondence and to deal with nonroutine matters with minimum instruction. Ability to keep records and reference files, to assemble and organize data, and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business into and out of superior's office. Ability to meet and deal with the public in an effective and courteous manner. Skill in the application of modern secretarial techniques and practices and in sound principles underlying human relations.

Training and Experience: Graduation from high school or completion of GED and courses in typing and other commercial subjects. Considerable experience in responsible secretarial and clerical work; or an equivalent combination of training and experience.

Physical Requirements: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.