



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Secretary III

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG03

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform 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.

Essential Functions of this Job

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.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Secretary III

Knowledge, Skills and Abilities:

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 non-routine 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. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

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.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 10041
EEO5: 51
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.