



# The School Board of Polk County

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

## Job Description

Position Title: School Secretary, 12 month, 8 hour  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: SB12  
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 responsible clerical work which also involves a variety of secretarial duties in a school.

### Essential Functions of this Job

Compiles and types school attendance reports or other material from copy, rough draft, or general instructions. Types and processes students' registration, absentee lists, tardy slips, etc. Types form letters and other routine correspondence based on information from records and files. Prepares reports, narratives, and statistical tabulations.

Operates office copy machines. Processes purchase and work orders. Registers and withdraws students. Processes documents requiring various procedural knowledge. Maintains files. Reviews documents for sufficiency, obtains necessary signatures and routes appropriately, maintaining follow-up. Provides information and assistance to students and the general public, in person or by telephone, applying significant knowledge of school rules, regulations, and procedures to interpretations made. Performs receptionist duties.

May serve as secretary to the principal or assistant principal, arranging appointments, taking calls, answering inquiries, and composing routine correspondence independently. Receives, deposits, and disburses monies. Maintains internal accounts and prepares financial reports. Maintains attendance records and prepared related reports. Keeps time records and prepares payrolls. Prepares requisitions for supplies and equipment. Types teaching materials, cuts stencils, and operates duplicating equipment. May maintain property records. May take dictation and transcribe in finished format.

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Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of the operation and program of the school. Knowledge of office practices and procedures, grammar, spelling, and business correspondence. Knowledge of bookkeeping procedures. Ability to exercise independent judgment. Ability to deal effectively and courteously with students, school personnel, and the general public. Ability to type at a prescribed rate of speed. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited high school or completion of GED, clerical, and secretarial office experience, 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: 10081

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.*