



SECRETARY

SUMMARY/SCOPE/GOAL

Perform with accuracy varied skilled secretarial to assist department head/supervisor in the organization of his/her daily schedule and responsibilities and to enable effective and efficient and effective operation of the department operations.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent diploma required.
- Type at 40 correct words per minute.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.
- Fundamental bookkeeping skills.

PREFERRED/DESIRED:

- One (1) year experience in a responsible office position

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Prepare and process purchase orders, reimbursements, and travel reports.
2. Answer phone and screen and direct calls, provide information and answer questions.
3. Schedule appointments and facilities use, advise supervisor of meetings.
4. Take notes in meetings and collaborate no preparation of finished minutes.
5. Set-up files and file materials.
6. Operate computer, fax machine and other office equipment as necessary.
7. Type and mail correspondence, prepare routine correspondence.
8. Collaborate with supervisor on development and preparation of documents.
9. Use effective positive interpersonal communication skills.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and

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performs all tasks in accordance with Brevard Public Schools’ strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to work well with public; knowledge of office practice and procedures; ability to prepare routine correspondence and documents; considerable knowledge of Business English, spelling and punctuation; ability to use computer and general office technology.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Varies	DEPARTMENT:	Varies
TITLE CODE:	L3520	CONTENT BY:	Ellie Kelly – Human Resources
GRADE:	FF	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	1010 PTH	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:		CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	VARIABLES - 10 to 12 Mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0		Developed	
1.1	10/1/2021	New Format	Ellie Kelly – Human Resources
1.2	10/20/2021	Updated requirements and job goals to meet current technology standards.	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.