

Leon County Public Schools Classification Specification

Salary Grade 26

Activity Name (cont.)

024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
027	Dictation	Give dictation electronically and/or personally.
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational Training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003