# **Leon County Public Schools Classification Specification**

Salary Grade 29

**Summary Information:** 

Classification Title: Executive Secretary I Date Prepared: 04/2003

FLSA Status: Non-Exempt

#### Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

#### **Activity Identification**

| Activity Name |  |   |  |
|---------------|--|---|--|
| 021           | Word Processing/Typing                   | Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.                       |  |
| 029           | Correspondence                           | Prepare correspondence. Check for grammar and punctuation. May include translations.  |  |
| 023           | Department Records                       | Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.   |  |
| 022           | Filing                                   | Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.                                    |  |
| 024           | Mail                                     | Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes. |  |
| 044           | Substitute Scheduling                    | Arranges for the services of a substitute teacher in the absence of a teacher.  |  |
| 330 A         | Payroll Reports                          | Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.                            |  |
| 322 A         | Budget Monitoring –<br>Department/School | Monitor expenditures and adjust school/department budgets, as needed.   |  |
| 503           | Office Support Services                  | Develop and administer comprehensive office support systems customized to school/department needs.  |  |
| 608           | Leave Records                            | Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.   |  |
| 316           | Public Relations                         | Address questions, concerns and requests from members of the public.  |  |
| 028           | Scheduling/Appointments                  | Schedule appointments and meetings for students and staff. Initiate school/calendar dates.  |  |

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| Activity Name Cont.) |                                       |  |  |
|----------------------|---------------------------------------|--|--|
| 031                  | Liaison                               | Liaison between staff, parents, students and principal.  |  |
| 008                  | Internal Liaison                      | Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.  |  |
| 478                  | Requisitions                          | Prepare requisitions and submit to purchasing for processing.  |  |
| 716                  | Student Records                       | Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.   |  |
| 131                  | Attendance/Enrollment<br>Accounting   | Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.  |  |
| 109                  | Registration                          | Coordinate and conduct student registration and pre registration. Process corresponding registration materials. Includes preparation for registration process.   |  |
| 140                  | Withdrawals, Reporting and Monitoring | Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.   |  |
| 046                  | Document Review                       | Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.  |  |
| 032                  | Time Records                          | Maintain time records.   |  |
| 019                  | Clerical Scheduling                   | Coordinate schedules and coverage of clerical staff (e.g., vacation, Christmas/spring break schedules).  |  |
| 002                  | Indirect Supervision                  | Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority). |  |
| 999                  | Assigned Duties                       | Perform other duties as assigned.  |  |

### **General Classification Specification Factors:**

**Education/Experience:** A.A. Degree with three years related experience; or

Vocational/ training (720 hours) with four years related experience; or High School diploma or equivalent with five 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

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