Leon County Public Schools Classification Specification

Salary Grade 28

Classification Title:	Executive Secretary II	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. 322 A Budget Monitoring -Monitor expenditures and adjust school/department budgets, as needed. Department/School 330 A Payroll Reports Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing. 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. 046 Document Review Review and/or revise reports and documents for accuracy and completeness. This does not include the review of reports and documents covered under

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subsequent activities.

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.		
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.		
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.		
478	Requisitions	Prepare requisitions and submit to purchasing for processing.		
131	Attendance/Enrollment 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.		
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:				
		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		
ti is		Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most ime is typically spent performing the same work as members of the group. There s <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.		
Effective Date:		07/01/2003		