

## Leon County Public Schools Classification Specification

Salary Grade 30

### Summary Information:

**Classification Title:** Secretary **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

### Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

### Activity Identification

#### Activity Name

020	Reception Services	Receive and assist all persons who come into the office.
044	Substitute Scheduling	Arranges for the services of a substitute teacher in the absence of a teacher.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
111	Admissions	Enter new students into the appropriate admissions/enrollment records. Includes administering and interpreting policies regarding student admission, re admission, late registration, etc.
140	Withdrawals, Reporting and Monitoring	Compile appropriate records on school withdrawals. Monitoring and maintaining records of school withdrawals.
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.
330 A	Payroll Reports	Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
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.
224	Medication Administration	Supervision and administration of students medications. Procurement of forms, required labeling and delivery.
221	Equipment and Supplies	Procurement of equipment and supplies. Oversee and maintain nurses office.
082	Award Certificate Preparation	Coordinate and/or prepare award certificates.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** High School Diploma or equivalent with three years related experience.

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time 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 little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 7/1/2003