



**Leon County Public Schools  
Classification Specification**

Salary Grade 26

**Activity Name (Cont.)**

005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education/Experience:</b>	B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight of years related experience; or High School diploma or equivalent with ten years related experience.
<b>Supervisory Responsibility:</b>	None
<b>Type of Supervision:</b>	N/A

Effective Date: 7/1/2003



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• Operating word processing software	X	
• Operating a computer terminal for data entry	X	
• Operating automated spreadsheet software	X	
• Scheduling appointments and/or travel		X
• Taking and distributing messages		X
• Taking dictation and meeting minutes		X
• General mathematical - adding, subtracting, multiplying, etc.	X	

Professional and Technical Skills	Important	Not Important
• Accounting/finance	X	
• Advanced math - algebra, statistics, geometry		X
• Architecture		X
• Bookkeeping	X	
• Computer operations	X	
• Computer programming		X
• Contract interpretation		X
• Craft skills (electrical, etc.)		X
• Drawing-figures/drafting		X
• Engineering		X
• Graphic arts		X
• Landscaping		X
• Good Judgment	X	
• Work standards	X	
• Integrity	X	

**Skill Identification (cont.)**

Communication Skills	Important	Not Important
• Oral communication--exchanging or expressing ideas by means of the spoken word	X	
• Presentations--transmitting information in a formal setting	X	
• Foreign communication--using a language other than English to communicate in writing or orally		X
• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.		X
• Editing written documents for content	X	
• Reading comprehension - understanding technical or scientific blueprints and charts		X
• Public speaking		X

Physical Demands	Important	Not Important
• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching		X
• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		X
• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		X
• Color - Match or discriminate colors		X

