

SCHOOL DISTRICT OF LEVY COUNTY JOB DESCRIPTION

JOB DESCRIPTION

SECRETARY, DIRECTOR OF PERSONNEL

QUALIFICATIONS:

- (1) High School diploma or equivalent.
- (2) Minimum of four (4) years related progressively responsible experience and/or training; or equivalent combination of education and experience.
- (3) Type at a prescribed rate of 50 CWPM.
- (4) Transcribe at a prescribed rate.
- (5) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to perform detailed office work including financial functions.
- (2) Knowledge of office practices and procedures.
- (3) Ability to use office equipment including computer, typewriter, calculator, copier, fax machine and other related equipment.
- (4) Good oral and written communication skills exhibiting correct use of grammar, spelling and business English.
- (5) Knowledge of bookkeeping and basic mathematics skills.
- (6) Answer telephone calls in a courteous and professional manner.
- (7) Skill in organization and time management.
- (8) Ability to establish and maintain positive working relationships with others.
- (9) Ability to type at a prescribed rate of speed, transcribe and utilize the computer for word processing and other functions.
- (10) Ability to maintain confidentiality.

REPORTS TO:

Director, Personnel

JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the department. To maximize personnel services provided to the Levy County School District and community.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Performs clerical duties required by activities and functions of the department including preparing and sending correspondence, receiving and routing incoming/outgoing mail

SECRETARY, DIRECTOR OF PERSONNEL (continued)

- and courier, disseminating information to work sites, and typing reports associated with grievances, criminal history reports, performance issues, formal complaints, investigations, references, employees on approved leave, and new employee orientation.
- * (2) Setting up and maintaining personnel files and all related documents, and handling requests for review and copying of personnel records and documents.
 - * (3) Performs financial duties required by the activities and functions of the personnel department including preparing and processing paperwork for payroll, preparing purchase orders and purchasing equipment and supplies, processing requisitions and payment to vendors, and assist in the preparation and maintenance of budget and other assigned projects.
 - * (4) Greets prospective employees, answer the telephone, route and make calls, record messages, answer questions, and provide information.
 - * (5) Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, and meetings.
 - * (6) Collect and compile relevant data for audits and reports (Le., HRMD, EEOC, etc.).
 - * (7) Monitor and keep track of supplies and equipment, reporting malfunctions and necessary repairs.
 - * (8) Monitor, maintain, order and/or copy necessary personnel forms for district and school use (Le., leave forms, evaluation instruments, pre-employment forms, etc.).
 - * (9) Maintain and update personnel manuals as required (Le., FRS, State Board Rule, Fair Labor Standards, personnel Handbook, etc.).
 - * (10) Establish monitoring and tracking system and follow-up procedures for advertisements, pre-employment paperwork, evaluations, new hire reporting for the division of Revenue, and fingerprint processing.
 - * (11) Handles the advertisement of vacancies which include checking school board agenda for vacancies/new positions, send ads to the newspaper, send all ads to district and school work sites for posting, place ads on the Internet, send ad to universities and colleges, verify and process requests for payment from newspapers, and keep track of advertisements/postings for audit purposes.
 - * (12) Handles the application process which include keeping a sufficient supply of applications, updating applications in accordance with changes in the law when needed, mailing/giving applications to prospective employees, developing a system for filing and tracking all applications, copying applications for distribution to the principal/supervisor at all work sites when and where a vacancy exists (maintaining the original on file), operating/maintaining the vacancy hotline and responding to requests for information.
 - * (13) Handles the pre-employment paperwork and process for all prospective employees in regular, temporary, part-time and substitute positions, which include (1-9 forms, W-4 IRS forms, status forms, personal history forms, loyalty oath forms, reasonable accommodation forms, criminal background screening forms, applications, reference forms, required drug/alcohol checks, transcripts, diplomas, substitute/teacher aide examination results, teaching certificate (if applicable), fingerprint cards, TB screening results, payroll deduction forms, experience verification forms).
 - * (14) Organize office to obtain maximum efficient operation.
 - * (15) Maintain confidentiality
 - * (16) Maintains harmonious and effective working relationships with others (i.e. district and school-based staff, and prospective employees).
 - (17) Participates in training to update and expand clerical, financial, office practice, interpersonal skills, and legal knowledge due to changes in the law which impact personnel duties.

SECRETARY, DIRECTOR OF PERSONNEL (continued)

- (18) Provides clerical support for professional staff utilizing typing, computer, and receptionist skills when needed.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(20) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

"Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 5 of the ESP Salary Schedule
DOE Job Code 77390 EEO Line 51**

Revised Board Approval 04/11/2017