

PANHANDLE AREA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

SECRETARY I – BTSS – SUPPLEMENTAL SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent with business secretarial skills training or equivalent work experience.
- (2) Minimum of two (2) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.
- (4) Must type at least forty-five (45) correct words per minute.
- (5) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.
- (6) Valid Florida Driver's License.

TRAVEL EXPECTATIONS (by land or air):

Light – Less than 500 miles per year.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of detailed office procedures, financial functions and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Knowledge of basic bookkeeping and mathematics skills. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the project. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public. Ability to complete assignments with little or no supervision.

REPORTS TO:

Consultant(s) as assigned

JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned projects.

SUPERVISES:

N/A

SECRETARY I – BTSS – SUPPLEMENTAL SERVICES (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- *(1) Answer telephone, route and make calls, record messages, answer questions and provide information.
- *(2) Prepare, type and / or update a wide variety of records, reports, special projects, letters and documents.
- *(3) Perform clerical duties required by activities and functions of the program / project including preparing and sending correspondence, receiving and routing incoming / outgoing mail and workshop preparation.
- *(4) Enter appropriate information into databases according to program and project guidelines.
- *(5) Create and maintain files; handle applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- *(6) Maintain calendar for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and program responsibilities as needed.
- *(7) Maintain current information on all applicable policies and procedures; process routine matters within established policies.
- *(8) Prepare documents such as, but not limited to, purchase order requests, workshop training records, project reports and documents pursuant to project guidelines and requirements.
- *(9) Develop layout for brochures, newsletters, flyers, and like projects.
- *(10) Assist clients, consultants, districts and universities as assigned.
- *(11) Make travel arrangements and prepare itineraries.

Employee Qualities / Responsibilities

- *(12) Maintain a courteous and professional manner.
- *(13) Maintain effective working relationships with school districts, school personnel and co-workers.
- *(14) Maintain confidentiality.
- *(15) Use positive and effective interpersonal communication skills.
- *(16) Report to work regularly and on time.
- *(17) Keep supervisor informed in a timely manner.
- *(18) Participate in training to update and increase skills.
- *(19) Complete assignments with little or no supervision.

System Support

- *(20) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(21) Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
- *(22) Interact positively with multi-districts and / or multi-agencies.
- *(23) Demonstrate organizational skills by performing many tasks simultaneously.
- *(24) Demonstrate support for project and PAEC goals and priorities.
- *(25) Serve on the Business Operations, Technology, and Supplemental Services Team.
- *(26) Assist other projects by providing secretarial / bookkeeping services as part of collaborative effort when needed.
- *(27) Perform other incidental tasks consistent with the goals and objectives of this position.

SECRETARY I – BTSS – SUPPLEMENTAL SERVICES (Continued)

PHYSICAL REQUIREMENTS:

Medium Work– Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 15 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

EVALUATION:

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

Job Description Supplement No. 04 (Medium Work)

*Essential Performance Responsibilities

Approved by: _____

Date: _____