

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Secretary

## GENERAL DESCRIPTION

The essential function of the position within the organization is to provide specialized secretarial support of the Executive Leadership Team and MCSD legal team. The position is responsible for performing moderately complex secretarial and administrative tasks, preparing records, complex documents, and minutes for Board meetings, maintaining official records, coordinating and assisting with the preparation of legal documents, providing professional and courteous customer service at all times, and performing related tasks as assigned. The position works under general supervision independently developing work methods and sequences.

### **Primary Duties:**

*This list represents the essential tasks performed by the position.*

**These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.**

Coordinates administrative support activities in the offices of the Superintendent and ensures effective and efficient office operations.

Performs routine to complex administrative and secretarial work for the Superintendent's Leadership team and the Monroe County School Board legal team, including but not limited to scheduling appointments and maintaining calendars, making travel arrangements, establishing and maintaining confidential and miscellaneous files, researching and compiling data for reports, composing routine correspondence and/or preparing correspondence from notes or dictation for supervisor's signature.

Performs specialized duties, including but not limited to creating and distributing legal advertisements, coordinating public hearings, serves as Notary Public.

Assists with budget preparation; may monitor budget expenditures and prepare related reports; procures and maintain inventory of office supplies and equipment.

May attend School Board meetings; prepare meeting agendas; transcribe, prepare and distribute meeting invites and minutes; makes audio recordings of proceedings; processes Board policy revisions. Receives and processes requests for official records and other information from the public, media, schools, District department and other entities as appropriate.

Manages the filing, archiving, retention and disposal of Board records according to established laws and policies.

Assists with internal and external communications, including but not limited to composing and distributing news releases to the media, preparing and/or editing fliers for distribution to schools, preparing and disseminating advisories and reminders to staff, distributing information from the Department of Education to appropriate personnel.

Schedules and coordinates the use of rooms for meetings and other functions.

Prepares, types, processes, proofreads, copies, files and/or distributes various documents, including requisitions, expense reports, and various other records, forms, reports, memos and correspondence; independently responds to correspondence of a routine nature.

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Secretary

Establishes and supervises the maintenance of an efficient record-keeping system; supervises the proper retention and disposal of office records in accordance with applicable regulations.

Performs various routine clerical duties as required, including but not limited to entering and retrieving computer data, scanning and copying documents, filing/retrieving files, sending and receiving faxes and e-mails, assembling and collating documents, processing daily mail.

Answers the telephone and takes messages as needed; provides information as requested; screens calls and/or forwards calls to appropriate staff person. Greets and assists office visitors.

Receives and responds to inquiries, requests for assistance and/or complaints from District employees, outside agencies and the public.

Coordinates activities with other District divisions, departments, schools, outside agencies and the public.

Completes special projects as assigned.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people in achieving task completion.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Secretary

## **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; prepares specialized reports and business letters with proper format and grammar; speaks to groups of co-workers and people outside the organization.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a high school diploma or GED.

Associate’s degree or legal secretary certification is preferred

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Secretary

## **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

## **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of progressively responsible experience in an executive support role, preferably as a legal secretary.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

## **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Term of Employment:**

Annual Contract

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** Executive Secretary

**Reports To:**

Superintendent/School Board

**Supervises:**

Parallel Supervisory Responsibilities

PAY GRADE: From: 11201 To: 11225L

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016