



JOB TITLE	DEPARTMENT	REPORTS TO
Secretary III	Student Services	Director of FDLRS

<b>Position No:</b> 63091	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> V2H	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/10/99

JOB GOAL
To perform a variety of secretarial and clerical tasks that may require important judgments and independent application of knowledge of rules regulations and procedures acquired through considerable experience.

MINIMUM QUALIFICATIONS
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1. High school diploma or equivalent.
2. T.A.B.E. test or successful completion of one (1) year of college work.
3. General office skills, word processing and data entry proficiency tests.
4. A minimum of three (3) years of secretarial/clerical work with administrative support responsibility.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. To utilize computer for correspondence, workshop notices, newsletter, reports, project applications and other items as required.
2. To compose routine correspondence of a non-technical nature of supervisor.
3. To keep supervisor's calendar, schedule appointments, and advise supervisor of upcoming appointments.
4. To meet public courteously, give information, take messages, handle office visitors.
5. Assist Diagnostic and Learning Resources Consultants with projects and directly assists in workshops and seminars when appropriate.
6. To maintain accurate mailing lists and distribute mail, bulletins and notices.
7. To maintain records and inventories an departmental databases.
8. To shelve, file and duplicate materials.
9. To assist in production of training materials.
10. To schedule and confirm student appointments with physicians, service agencies, etc.
11. To assist in maintenance of training materials collection.
12. To prepare newsletters for mailing.
13. To maintain payroll, budget, accounts receivable and payable.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.
16. To perform such other tasks and assume such other responsibilities as the Director of Florida Diagnostic & Learning Resources may assign.

PHYSICAL DEMAND CLASS:
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Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.