

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Okaloosa County, Florida**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Administrative Assistant II  
(May only be created for Chief Officers, Assistant Superintendents, or School Board )  
**Reports To:** Chief Officer, Assistant Superintendent, or School Board Chairman as assigned  
**Supervises:** N/A

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**Minimum Eligibility Requirements:**

High school diploma or equivalent.

Age 18 or older.

Three (3) years successful secretarial experience or successful completion of appropriate recognized vocational training program.

Eligible to be commissioned as a Notary Public.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

**Language Skills:**

Ability to transcribe dictation with accuracy.

Ability to use and proof documents for correct spelling, punctuation and grammar.

Ability to use and research subject area knowledge, federal, state and local regulations specific to task.

Ability to alphabetize, file, and maintain a volume of records.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide and calculate percentages.

**Reasoning Ability:**

Ability to apply common sense understanding to carry our instructions.

Ability to plan, organize and coordinate assignments.

**Other Skills:**

Ability to establish and maintain effective working relationships.

Ability to use appropriate office practices, procedures and make sound judgments.

Ability to operate all general office equipment including computer and word processing program.

Ability to hand multi-lined telephone communications in a courteous, effective manner.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand and walk. The employee is frequently is required to reach with hands and arms and will repeat the same hand, arm or finger motion. Close vision is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

The noise level is usually moderate.

**Job Goal:**

To assist and relieve Chief Officers, Assistant Superintendents, and School Board of clerical tasks and impediments so that they may devote maximum attention to primary central issues of department and

school system purpose. To provide a positive efficient office atmosphere which is prompt, accurate and effective.

**Essential Duties and Responsibilities:**

**A. General Office Responsibilities**

1. Greets visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy and use of sound judgment. Performs the usual office routines and practices associated with a busy yet productive, smoothly run office with the guidelines specific to assignment.
2. Receives and places phone calls, records, delivers messages accurately and in a timely manner, follows up as appropriate, schedules appointments.
3. Maintains schedules, calendars, etc., names, addresses and phone numbers of appropriate contact persons and other pertinent information specific to assignment.
4. Orders, obtains, gathers, completes, sorts, organizes, prioritizes pertinent incoming/out-going materials, supplies, etc., as required for specific job assignment.
5. Maintains accurate, functional and efficient filing and record keeping system.
6. Performs bookkeeping tasks associated with the specific position (payroll, budgets, accounts payable, cash receipts and other finance functions) and verifies accuracy.
7. Types materials and verifies accuracy and completeness from rough drafts, transcribing machines, notes or oral instructions and follow-through to delivery for all functions specific to job assignments.
8. Performs data entry, retrieval, and verification tasks on computers according to requirements of specific job assignment.
9. Calculates and verifies arithmetical functions associated with specific job assignment.
10. Organizes all supplies, materials and updates all documents pertinent to specific job assignment.
11. Keeps records of leave and all internal procedures required for specific assignment.
12. Assists administration in planning, organizing and preparation for special events, speeches, projects, etc.
13. Maintains inventory and working order of equipment, furniture and other fixed assets and materials.
14. Assists other offices, departments, personnel as requested.
15. Prepares project proposals, supporting data, and reports. Monitors budget allocations and expenditure reports.
16. Maintains proper accounting and bookkeeping procedure according to the district policy/procedures and Florida Law.
17. Issues purchase orders, checks shipment for completeness prior to authorizing payment.
18. Assists in maintaining positive public relations and harmonious working relationships with staff and the public and serves as an appropriate role model for others.
19. Performs light housekeeping and maintains attractive office area and general work area.
20. Provides specific information to other departments, agencies, etc., as directed.
21. Routes mail and other deliveries to appropriate personnel.
22. Acts as custodian of records and maintains confidential and related information according to regulations.
23. Prepares for special events, functions of school system as requested, including publicity, etc.
24. Maintains records, current inventories/other accountability functions for equipment, services, etc., purchased from specific revenue.
25. Creates format for district forms.
26. Coordinates distribution of appropriate forms to all schools and departments.
27. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional standards; maintains high level of professional development/knowledge.
28. Other such duties as may be: (1) temporarily and/or sporadically performed as assigned by the supervisor and/or the Board, (2) permanently reassigned and specific changes noted and signed by the incumbent.

**Salary:**

Based on the adopted salary schedule for Professional/Technical; Pay Grade 5

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy and State laws.

Upon removal from this position, employee is entitled to placement as district or school secretary unless removal is for just cause.

**Term of Service:**

Twelve months.

This is an at-will job position subject to the acceptance of the appropriate Chief Officer, Assistant Superintendent, or School Board Chairman.