

PLEASE POST



MAY 14, 2019

# EXISTING NON-INSTRUCTIONAL VACANCIES

## HUMAN RESOURCES

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(The Nation's Largest Fully Accredited School System)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

**Broward County Public Schools Is An Equal Opportunity/Equal Access Employer**

DEADLINE

DATE\*

5/22/19

DEADLINE

DATE\*

5/22/19

PLEASE POST

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

**POSITION**

Executive Secretary  
(\$53,460 - \$76,215)  
(251 Day Calendar) (Grade 11)  
(7.5 hours per day)  
Position#: 80210776  
Tracking#: NIS-37755  
Location Number: 69717000

**WORK LOCATION**

Safety, Security & Emergency  
Preparedness

**QUALIFICATIONS**

**EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. Vocational or business school Secretarial Science training preferred

**EXPERIENCE:** Six (6) years of related office/secretarial experience

**SPECIAL QUALIFICATIONS:** Ability to establish and maintain effective working relationships with other employees and the general public; an excellent command of English grammar; ability to compose correspondence and prepare reports in an articulate manner; ability to exercise independent judgment and make decisions; ability to understand and carry out complex oral and written instructions; ability to handle a variety of tasks simultaneously. Must have experience in using electronic office automation equipment. Proficiency in shorthand preferred. Must have passing test scores: Computer Keyboard Skills: Speed-40; Accuracy-70

OR

**EDUCATION:** Two (2) years of education in specialized secretarial duties or related subjects from an accredited college or university (normally an associate's degree program)

**EXPERIENCE:** Two (2) years of related office/secretarial experience

**SPECIAL QUALIFICATIONS:** Ability to establish and maintain effective working relationships with other employees and the general public; an excellent command of English grammar; ability to compose correspondence and prepare reports in an articulate manner; ability to exercise independent judgment and make decisions; ability to understand and carry out complex oral and written instructions; ability to handle a variety of tasks simultaneously. Must have experience in using electronic office automation equipment. Proficiency in shorthand preferred. Bilingual skills preferred. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed-40; Accuracy-70

EFF. DATE \*

OF VACANCY

5/23/2019

**HARD COPY RESUME ONLY**

**EMAILS WILL NOT BE CONSIDERED**

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume, HS Diploma/GED & Test Scores to:  
Brian Katz  
600 SE 3rd Avenue, 10th Floor  
Fort Lauderdale, FL 33301

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview. Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.