

PLEASE POST



OCTOBER 9, 2018

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: http://www.broward.k12.fl.us/nis/employment/veterans.html
Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

DEADLINE DATE* 11/15/18

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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

WORK LOCATION

QUALIFICATIONS

Executive Secretary, Office of School Board Members
(\$53,460 - \$76,215)
(251 Day Calendar) (Grade 11)
(7.5 hours per day)
Position#: 80169175
Tracking#: NIS-35340
Location Number: 69501000

Office of School Board Members
(Mrs. Lori Alhadef - District 4
Board Member Elect)

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 secretarial experience.

OR

EDUCATION: Two (2) years of education in specialized secretarial duties or related subjects at a college level (normally, an Associate's degree program).

EXPERIENCE: Two (2) years of related secretarial experience.

ADDITIONAL REQUIREMENTS: Must have a well-rounded knowledge of business practices and School Board policies. Must have an excellent command of English grammar; ability to handle a variety of tasks simultaneously; ability to establish and maintain effective working relationships with other employees and the general public; ability to compose correspondence independently and to prepare reports in an articulate manner; ability to exercise independent judgment and make decisions; ability to execute complex verbal and written instructions. Must have experience in using 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.

The hiring School Board Member may specify preferred, appropriate additional qualifications as may be related to the job.

Broward County Public Schools (BCPS) is committed to educating today's students to succeed in tomorrow's world. BCPS is the sixth largest public school system in the United States, the second largest in the state of Florida and the largest fully accredited K-12 and adult school district in the nation. BCPS has over 260,000 students and approximately 175,000 adult students in 229 schools and education centers and 103 charter schools.

EFF. DATE * OF VACANCY HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED

11/16/2018

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Eric M. Chisem 600 SE 3rd Avenue, 3rd 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.

To register for the computer keyboard test, visit our website: http://www.broward.k12.fl.us/nis/employment/clerical.html. Job descriptions may be viewed at: http://www.broward.k12.fl.us/hris/index.html

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.

*SELECTED CANDIDATES: Must provide official college transcripts if submitting for a position or required for the position.

**TIME AND PLACE OF INTERVIEW WILL BE DETERMINED BY THE PRINCIPAL/DEPARTMENT HEAD UPON RECEIPT OF APPLICANTS PHONE CALL OR RESUME