San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Secretary, Asst. Supt of Admin Services	**Exemption Status:**	Non-exempt
Reports to:	Asst. Supt. Of Admin Services	**Pay Grade:**	07
Works With:	District Personnel	**Days:**	226
Dept. /School:	Administration Building	**Date Revised:**	07/23/2020

Primary Purpose:

Under moderate supervision organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multi-task numerous complex administrative activities

Major Responsibilities and Duties:

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.
3. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
4. Order and maintain inventory of office supplies and program equipment.
5. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.
6. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
7. Maintain a schedule of appointments and make travel arrangements for department staff.
8. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
9. Receive, sort, and distribute mail and other documents to department staff.

10. Maintain confidentiality of information.

11. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____