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, After School Program	**Exemption Status:**	Non-Exempt
Reports to:	Director of After School Programs	**Pay Grade:**	04
Works with:	District Personnel/Public	**Days:**	226
Dept/School:	After School Program	**Revised:**	07/23/2020

Primary Purpose:
Under direct supervision of the Director of After School Programs, performs clerical duties to assure the efficient operation of the department.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient skills in typing, word processing and file maintenance
- Effective organizational, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to meet established deadlines

Major Responsibilities and Duties:

1. Types office correspondence and reports.

2. Maintains personnel and program files.

3. Is a liaison for other SBCISD and agency offices.

4. Prepares student files.

5. Handles incoming and outgoing mail.

6. Maintains timesheets and attendance records.

7. Prepares requisitions, vouchers and paperwork for payment.

8. Maintains a visitors and telephone log.

9. Maintain grant related material.

10. Follow all district procedures and policies and maintain confidentiality of sensitive information.

11. All other duties assigned by supervisor.

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 including 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.

Employees Signature: _____ Date: _____

Administrator Signature: _____ Date: _____