



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 to Athletic Department

Exemption Status: Non-exempt

Reports to: Director of Athletics

Pay Grade: 04

Works With: District Personnel/Parents/Community

Days: 226

Dept. /School: Athletics Department

Date Revised: 07/23/2020

Primary Purpose:

To provide clerical services to the Athletic Department and maintain a high level of confidentiality.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient skills in typing and secretarial skills

Major Responsibilities and Duties:

1. Prepares and distributes eligibility lists and submits them to DEC Chairman.
2. Responsible for the submitting bus requests and confirming them with transportation department.
3. Responsible for putting together supervision schedule for all home athletic events and confirming workers.
4. Responsible for processing work orders once approved by the Athletic Director or Athletic Coordinator.
5. Be available to work home athletic events and track meets, whether held in the evenings or weekends.
6. Responsible for processing time sheets for athletic department hourly personnel.
7. Responsible for scheduling lettermen jacket fittings and keeping an updated list of athletic awards 9-12.
8. Assists in inventory of athletic equipment and keeps record of all inventories.
9. Responsible for processing all athletic supply, entry fee, and meal receipt purchase orders.
10. Perform other duties as assigned by the Athletic Director and / or Athletic Coordinator.

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

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 _____