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, Career & Technology	**Exemption Status/Test:**	Non-Exempt
Reports to:	Associate Advisor Career & Technology	**Pay Grade:**	**04**
Dept./School:	Vocational Dept.	**Date Revised:**	**08/05/2020**

Primary Purpose:

To provide secretarial and clerical services to the Associate Advisor for Career & Technology.

Qualifications:

Minimum Certification/Education:
- High school diploma or equivalent, some college hours preferred

Special Knowledge/Skills:
- Computer skills and experience with different software programs
- Good secretarial skills

Minimum Experience:
- Three years secretarial experience for an administrator preferred

Major Responsibilities and Duties:

1. Handle all incoming calls and greet all visitors
2. Organize, manage and perform routine work activities
3. Keyboard correspondence, forms, reports, consultant contracts, purchase orders and letters
4. Schedule appointments and make travel arrangements
5. Ensure confidentiality when required
6. Performs routine bookkeeping tasks
7. Keeps informed of and complies with all state and district policies and regulations for career and technology education
8. Orders supplies
9. Input all department requisitions into the system
10. Records purchase orders and clear purchase orders for payment
11. Maintain all required files
12. Keep record of all career & technology inventory
13. Assists with department budget
14. Assist with end of the year applications and reports
15. All other duties assigned

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.

Reviewed by: B.O.T. Date: 1/9/15

Employee Signature: Date

Administrator Signature: Date