



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 Finance/Operations	Exemption Status:	Non-exempt
Reports to:	Asst. Supt. of Finance and Operations	Pay Grade:	07
Works With:	District Personnel	Days:	226
Dept./School:	Administration Building	Date Revised:	07/22/2020

Primary Purpose:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

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
- One year or more of advanced secretarial experience with extensive contact with people

Major Responsibilities and Duties:

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.
5. Review purchase orders and other incoming documents and distribute as required.
6. Coordinate rental, invoicing, and collection of fees for the use of district facilities by non-district organizations, and obtain all required signatures and documents.
7. Prepare deposits and maintain log of incoming and outgoing deposits.
8. Keep business office forms current and updated on website.
9. Assist with all School District Elections

10. Answer and screen incoming calls. Greet and screen visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to appropriate administrators.
11. Compile pertinent data used to prepare various required state and local reports.
12. Prepare purchase orders as directed for business department
13. Prepare monthly reports for payment of monthly utilities
14. Compile, maintain, and file all reports, records, and other documents as required.
15. Comply with policies established by federal and state laws and regulations, and local board policy.
16. Maintain confidentiality.
17. 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

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 _____