



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, Dean of Instruction

Exemption Status: Non-exempt

Reports to: Dean of Instruction

Pay Grade: 03

Works With: District Personnel

Days: 226

Dept. /School: Campus Assigned

Date Revised: 07/23/2020

Primary Purpose:

The role of the secretary to the Dean of Instruction involves coordination of all secretarial duties of the office. The secretary provides accurate and efficient secretarial services.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Secretarial skills and office procedures, Supervisory skills.
- One to three years secretarial experience in public education

Major Responsibilities and Duties:

1. Assesses needs of supplies and equipment to operate office.
2. Plans for the utilization of the time during the day to accomplish tasks assigned and meet deadlines.
3. Perform duties involving secretarial skills and routine office procedures.
4. Promotes positive community relations through effective communications and interaction with community members.
5. Maintains an effective filing system and accurate and up-to-date files available for inspection.
6. Handles incoming and outgoing telephone calls in an approved manner.
7. Demonstrates proficiency in operating office machines.
8. Efficiently handles incoming and outgoing mail.
9. Processes and maintains files for purchase orders for department.
10. 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 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 _____