

Job Title: Secretary Special Programs

Wage/Hour Status: Hourly

Reports to: Director
Other Supervising Administrator

Pay Grade: 305

Dept/School: Assigned Site

Date Revised: September 15, 2023

Primary Purpose

Assist department staff members by answering telephones and directing messages, typing, filing, scheduling appointments, and processing reports

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on district's clerical tests
- Proficiency in shorthand or speedwriting preferred
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

Experience

Two (2) years clerical or secretarial experience

Major Responsibilities and Duties

1. Serve as the department receptionist by greeting visitors and directing them to the appropriate personnel.
2. Perform routine typing to generate department documentation, records, and correspondence.
3. Maintain, organize, and file compensation and job description records.
4. Assist the department supervisor with the production of reports and documents.
5. Work independently receiving a minimum of detailed supervision and guidance.
6. Read and route incoming mail.
7. Locate and attach files of other reference information to correspondence to be answered by the supervisor.
8. Schedule appointments, maintain a calendar, and may arrange travel schedules and reservations for the supervisor.
9. Take and transcribe dictation and takes minutes of meetings.
10. Transmit instructions to other employees under the manager's direction.
11. Supervise clerical workers through assignment and review of work.
12. Coordinate specific work requiring the participation of other departments.
13. Perform moderately involved administrative projects.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

LAN Computers, Printer, Fax Machine, Copier, Typewriter, Adding Machine, and Calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours; repetitive hand motions, prolonged use of the computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.