

Job Title: Secretary to Director, Athletics

Wage/Hour Status: Hourly

Reports to: Director, Athletics

Pay Grade: 307

Dept./School: Athletics

Date Revised: October 12, 2021

Primary Purpose:

Assist department staff members by answering telephones and directing messages, typing, filing, scheduling appointments, and processing reports. Enter budget data, assists in the supervision of data entry.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on the district clerical tests
- Ability to operate a typewriter, adding machine, and calculator
- Proficiency in shorthand or speedwriting
- Ability to record and transcribe minutes of meetings
- Knowledge of computers, software applications and data entry/processing
- Excellent organization, communication, public relations, and interpersonal skills
- Knowledge of general accounting principals
- Experience in the receipting of money preferred program

Experience

Four (4) year related experience

Major Responsibilities and Duties

1. Assist with processing and receiving travel for high school coaches and department administrators.
2. Perform routing typing tasks to generate department documentation, records, and correspondence.
3. Maintain, organize, and file department records.
4. Monitor the department communication center by answering telephones, directing calls, and receiving messages.
5. Assist the department supervisor with the production of reports and documents.
6. Receive and distribute department mail.
7. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
8. Work independently receiving a minimum of detailed supervision and guidance.
9. Use judgement and experience in making proper allocations.
10. Maintain responsibility for accuracy of accounting records.
11. Prepare payment authorizations and purchase orders on departmental accounts.
12. Input receiving for merchandise received at the warehouse on departmental accounts.
13. Assist with tracking problems with purchase orders generated by department.
14. Request services for machines and heating and cooling for department.
15. Perform other assigned duties as assigned by supervisor.

Supervisory Responsibilities

Supervise subordinate clerks and VOE student.

Equipment Used

Personal computer, telephone, 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 computer.

Terms of Employment

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

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.