

<b>Job Title:</b>	Professional Staffing Assistant	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Associate Superintendent	<b>Pay Grade:</b>	308
<b>Dept. /School:</b>	Human Resources	<b>Date Revised:</b>	May 5, 2021

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**Primary Purpose**

Maintain a smooth flow of work in the Associate Superintendent's Office. Provide accurate and efficient secretarial services to the Associate Superintendent.

**Qualifications**

**Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing score on the District's clerical SET test
- Proficiency in shorthand or speedwriting
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

**Experience**

Five (3) years secretarial experience

Three (3) years experience in a secretarial position in the El Paso Independent School District preferred

**Major Responsibilities and Duties**

1. Provide accurate and efficient secretarial services.
2. Promote positive community relations through effective communication and maintain a good rapport with district employees at all organization levels.
3. Submit agenda items for Board of Trustees meetings as per timelines and related documentation.
4. Submit agenda items for Cabinet meetings as directed by Associate Superintendent.
5. Assist in the gathering and copying of documentation for pending lawsuits when necessary.
6. Maintain bulletins for Human Resources.
7. Schedule and take minutes of any meetings as necessary. Takes care of any necessary arrangements for meetings.
8. Maintain the office budget and inventory of supplies and equipment and initiate requisitions as needs indicate to maintain the efficient and economical operation of the office.
9. Review mail, maintain mail log and make necessary distributions.
10. Schedule appointments and maintains the office calendar for Associate Superintendent.
11. Respond to routing inquiries from staff and public.
12. Prepare correspondence, form reports, and other documents for the Associate Superintendent.
13. Maintain a filing system for the office and ensures confidentiality.
14. Process new hires, transfer, promo-paychanges, resignations, retirees and leave of professional personnel.
15. Assist in entering weekly time sheets information into computer system.
16. Assist in preparation of Telephone Directory for the District (annual project).
17. Prepare and submit to the Associate Superintendent, educational and professional experience backgrounds on applicant recommended for promotional personnel appointments.
18. Perform other assigned duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

PC Computers (DELL), File Server, LaserJet 5 Printer, Fax Machine, Copier, Risograph 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

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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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.