

Job Title: Administrative Secretary, CL/DL	Wage/Hour Status: Hourly
Reports to: Chief, Connecting Languages/Dual Language	Pay Grade: 307
Dept/School: Connecting Languages/Dual Language	Date Revised: October 28, 2021

Primary Purpose

Assist in the efficient operation of the Office of CL/DL and provide administrative support services to the Chief CL/DL Officer.

Qualifications**Education**

High School Diploma/GED

Special Knowledge/Skills

- Passing scores on District's clerical test
- Knowledge of school district organization, operations, and administrative policies and bulletins
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Ability to use personal computer and software

Experience

Four (4) years related experience

Major Responsibilities and Duties**Records, Reports and Correspondence**

1. Prepare correspondence, forms, and reports, as needed.
2. Compile information and prepare reports and Executive Summaries, as needed.
3. Review and disseminate mail and correspondence received in the CL/DL Office.
4. Monitor and verify department payroll through the district data management system and maintains non-duty and discretionary leave requests for department personnel
5. Maintain the budget for the Chief CL/DL Officer and Division.

Communication

6. Assist with appointments for Chief CL/DL Officer, as needed.
7. Greet visitors and respond to routine inquiries from staff and public; refer inquiries or concerns to the appropriate CL/DL staff.
8. Answer incoming calls and handle questions from public, outside agencies, and staff.
9. Coordinate travel arrangements for Chief CL/DL Officer and Division personnel.
10. Provide instructions to other employees under the Chief CL/DL Officer's direction.

Meetings

11. Assist in arrangements and preparation of agendas for meetings.

Other

12. Organize and manage routine work.
13. Maintain confidentiality of information.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal 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 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: _____

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 any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX and Section 504 regarding employees may be referred to the District compliance officer, Rosa Ramos, at 230-2031; application of Titles VI, VII, IX and 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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.