

**Job Title:** Administrative Secretary

**Wage/Hour Status:** Hourly

**Reports to:** Chief Communications Officer

**Pay Grade:** 307

**Dept. /School:** Community Engagement

**Date Revised:** July 13, 2021

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**Primary Purpose**

Ensure the effective operations of the Office of Community Engagement. Manage clerical activities in a professional and efficient manner to support the Chief Communications Officer, department and District staff, and the general public.

**Qualifications**

**Education/Certification Required**

High School Diploma/ GED

**Special Knowledge/Skills**

- Passing scores on District's clerical test
- Excellent organization, communication, public relations and interpersonal skills
- Knowledge of computer technology and software applications
- Knowledge of general budgeting and accounting principles
- Ability to record and transcribe minutes of meetings
- Ability to work independently with minimal supervision

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Provide professional, accurate and proficient administrative assistant support services by composing and producing departmental documentation and correspondence, filing records and supervising supply inventories.
2. Promote positive community relations through effective communication and maintain good rapport with District employees at all levels.
3. Manage travel arrangements for the supervisor and department staff and submit applicable paperwork.
4. Provide instruction to other employees under supervisor's direction.
5. Maintain level of accuracy for assigned work to ensure compliance with established District procedures.
6. Work independently receiving a minimum of detailed supervision and guidance.
7. Assist and respond to routine inquiries from visitors, staff and public.
8. Monitor and verify department payroll through the District data management system and maintain non-duty and discretionary leave requests for department personnel.
9. Monitor the department communication center by answering telephones, directing calls and receiving messages.
10. Prepare required documentation in preparation and support of supervisor in annual fiscal budget review.
11. Monitor and maintain budget and initiate requisitions through purchase orders and the warehouse online ordering system; and distribute products accordingly.
12. Develop and maintain department asset reports, technology/office support inventory and replacement plan.
13. Schedule appointments and maintain a calendar for the supervisor and assist with the department's main calendar.
14. Assist supervisor with special projects, as needed.
15. Assist with District events and community meetings.
16. Maintain confidentiality of sensitive District matters handled by the Chief Communications Officer.

**Supervisory Responsibilities**

Supervise subordinate clerk

**Equipment Used**

Personal computer, 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

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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: \_\_\_\_\_

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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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.