

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Central Office Secretary

Job Description

December 2016

Reports to: Designated Administrator

Term: 226 Days

Status: Nonexempt

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members.

Qualifications:

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.

Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

Other

8. Answer incoming calls, take reliable messages, and route to appropriate staff.



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9. Maintain a schedule of appointments and make travel arrangements for department staff.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Maintain confidentiality of information.
12. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

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.