



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Secretary

(Professional Learning)

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Reports to:	Professional Learning Directors/Coordinators
School/Department:	Curriculum & Instruction
Pay Grade:	Office Professional Pay Grade 5
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	August 2017

Primary Purpose:

Provides office professional support effectively and efficiently and performs secretarial/clerical duties for a central administrative office on tasks that require an understanding of accounting systems, policies, and procedures in processing transactions and related documents associated across all operational areas of the Curriculum & Instruction Department. Assist other team staff members in support of the on-going operations of the office.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Nine (9) hours of college accounting, secretarial coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of standard office procedures and practices to include event and activity planning.
- Skill in operating multi-line phone system and efficiently answer questions and route calls as necessary
- Skill in operating computer for data entry/information retrieval plus basic office equipment such as copier, fax, scanner
- Skill in assisting telephone and walk in customers using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in bookkeeping such as reconciliation, journal entries, account balance, and reporting
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Skill in organizing digital files and automated systems.
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, parents, co-workers, and vendors

Experience:

- Three years of verifiable secretarial/clerical experience in a professional office setting with bookkeeping exposure; school district or government experience is preferred



Major Responsibilities and Duties:

Curriculum & Instruction/Office Professional Support

1. Process monthly travel for the C&I Coordinators and secure travel arrangements and reservations.
2. Process consultant contracts for outside professional presenters.
3. Provide assistance for special events.
4. Organize meeting arrangements including required planning, room set-up including computer equipment/clean up, purchasing/ordering refreshments, and preparing materials
5. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
6. Maintain a schedule of appointments and make arrangements for department staff.
7. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
8. Receive, sort, and distribute mail and other documents to department staff.
9. Maintain digital catalogs and other databases

Accounting

1. Perform routine bookkeeping tasks and maintain multiple budgets and reconcile multiple accounts for each budget.
2. Prepare and process purchase orders, payment authorizations, locating materials, and securing price quotations.
3. Order and maintain inventory of materials, supplies and program equipment and distributes to appropriate campuses and staff.
4. Process time sheets and stipend payments for payroll.
5. Reconcile substitute payroll accounts for each organization.
6. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, manuals, and presentations for the curriculum and instruction office assigned and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Curriculum & Instruction Coordinator.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Maintain an organized work environment.
4. May provide office professional support and serve in other Learning Division departments and areas.
5. Perform other duties as assigned.



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Supervisory Responsibilities:

None.

Equipment Used:

Computer, printer, copier, telephone, scanner, and fax machine

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Work with frequent interruptions in an open area

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Prolonged use of equipment and computer with repetitive hand motions

Daily attendance and punctuality are essential functions of the job

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 by _____

Date _____

Reviewed by _____

Date _____