

General Secretary/Clerical Job Description

ALDINEISD

Job Title: General Clerical/Secretary

FSLA: Nonexempt

Reports to: Assigned Supervisor

Pay Grade: varies **Calendar Days:** 226/256

Dept./School: Assigned Department

Revised: 5.28.19

Primary Purpose

Provide clerical and administrative support to the administrative team.

Education/Certification:

- High school diploma or GED
- Some college, preferred

Qualifications

Special Knowledge/Skills:

- Must be proficient in Microsoft work, PowerPoint, and Excel
- Must be able to read, write, understand, and speak English, Spanish-bilingual is preferred
- Follow District and Department Policies and Procedures
- Ability to communicate effectively and work in a team setting
- Must be able to work independently

Experience:

- Minimum three years clerical experience

Major Responsibilities and Duties

1. Answer and rout telephone calls in accordance with established office procedures
2. Maintain a schedule of appointments and make arrangements for conferences
3. Maintain a regular filing system and process incoming correspondence
4. Order and maintain supplies as requested
5. Assist with dispatching, payroll, human resources, and facility activities as requested
6. Assist administration with communication with district and campus level administration
7. Perform duties in an efficient and cost effective manner to positively impact student achievement

Records, Reports, and Correspondence:

8. Prepare correspondence, memorandums, forms, requisitions, and reports for administrators

9. Maintain files, reports, and other documents required including correspondence with stakeholders and employees
10. Maintain a calendar of administrator's and department activities, making appointments as required
11. Maintain confidentiality

Others:

12. Performs other duties as assigned by administration

Supervisory Responsibilities

None

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Physical Demands/Environmental Factors: May work prolonged or irregular hours; occasional districtwide travel

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.