



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY – CAREER AND TECHNOLOGY

JOB TITLE:	Administrative Secretary - Career and Technology	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Career and Technology	TERMS:	226 Days
DEPARTMENT:	Career & Technology	PAY GRADE:	Clerical/Para 4

PRIMARY PURPOSE:

Organize and manage the routine work activities of the Career & Technology Department and provide clerical services to the department head and other staff members

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED
STEM Training, preferred

Minimum Experience:

Three years of secretarial experience, preferably in a public education environment

Special Knowledge and Skills:

- Computer skills and knowledge: Microsoft Word, PowerPoint, and Excel
- Payroll and Budgeting experience, preferred
- Excellent interpersonal relationship skills
- Multi-tasking, detailed oriented

MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage the routine work activities of the CTE Department
2. Perform varied typing tasks, in a professional quality, in the preparation of correspondence, forms, reports, etc.
3. Assist in compiling information for preparing various reports for the department



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Exercise good telephone etiquette; take reliable messages
5. Maintain a filing system for the department office to include the budget notebooks, the Board policy manual, and other documents required
6. Maintain a schedule of appointments and make travel arrangements for department staff
7. Perform routine bookkeeping tasks, including preparing requisitions for office supplies and departmental travel, reconciling and documenting receipts of the principals' fund, processing purchase orders, submitting employee payroll data to the business and human resources offices, and maintaining accurate department budget balances
8. Update handbooks, policy manuals, and other documents as assigned
9. Receive, store, and issue supplies and equipment
10. Ability to work under pressure
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: JUNE, 2020